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ABSTRACT

A handbook of approximately 160 skill activities, designed by the staff of the Perkins School for the deaf, multihandicapped students (ages 10 to 14) who are functioning on a preprimary level, is presented. The skill tasks are part of a prevocational program at the school in which the overall objectives are: to increase the attention span of each student, to develop the ability to persist at a task for from 10 to 45 minutes, to develop appropriate behaviors in a workroom environment, and to work as independently as possible. Tasks are grouped into the following skill areas: discriminating, matching, sequencing, sorting, assembling, collating, filling up, folding, inserting, measuring, numbering, pressing, squeezing, stapling, turning/twisting/screwing, tying, and using fasteners. For each skill the materials needed, procedure, and any additional skills involved in the task are identified. Sample checklists, a list of tasks appropriate for blind children, a cross reference of additional skills, a list of suggested resources, and diagrams of general use equipment are appended. (PHR)

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SKILL TASKS

A HANDBOOK OF PREVOCATIONAL ACTIVITIES

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INTRODUCTION

Prevocational jobs evolved from the introduction of a daily living skills prevocational program for a group of Perkins School students, ages 10-14. The students are deaf-multihandicapped who are functioning on a pre-primary level. One common factor is the difficulty in learning language. They generally have very limited expressive language and about 200 words of receptive vocabulary. Their learning is more lateral than vertical but they continue to increase their vocabulary, increase in independence in tasks of a practical nature, and to mature socially.

Part of the full-day cottage program is the "workroom". In essence, it is a readiness program for the student who will eventually function in a sheltered workshop or heavily supervised daily living skills program. The initial goals of the workroom are:

1. To increase the attention span of each student.
2. To develop the ability to persist at a task for a designated length of time (10-45 min.).
3. To develop appropriate behaviors necessary in a workroom environment.
4. To work as independently as possible.

Although the program has a strong language base, it is not a prime focus in the workroom. A few specific words are considered important to function in the workroom, such as sit, work, finished, mistake, more, or again. Attention is given to directions which are either signed or demonstrated. Generally, the student is encouraged to work independently with minimal interaction from adults. The main role of the

adult is to maintain order, provide materials, to supervise work of students and to assist when necessary. When a new or difficult skill is introduced then the adult may interact on a 1:1 basis with each student.

An important part of the work schedule is what we call "assembly line" jobs. We plan these jobs for several reasons: To give each student an opportunity to work with another student; to have physical contact with another student when handing over an item, and to have the experience of waiting for a slower moving student. Assembly line jobs can involve from 2-4 students effectively. The jobs range from very simple to more complex steps.

Each student is in the workroom for about one hour a day, four times a week. The student usually performs one task for 40 minutes and an assembly line task for 15-20 minutes. The time period varies during the week. Tasks are planned for a two week period. They are determined by the general skills that the staff agree are most important. Usually a skill a month is chosen and jobs are planned accordingly. Students sometimes have "special jobs" such as bagging popcorn or cookies for a party or collating work for an adult. The same task is often performed by all students with the exception of totally blind students and when the student's skill level is not the same. It is important to carefully limit the total number of students to staff in one area to avoid unnecessary distraction.

In the handbook, the jobs are grouped into the following skill areas: discrimination, matching, sequencing, sorting, etc. Within each skill area are several tasks, each numbered and ordered by difficulty (easiest task is first). Tasks which are particularly suited to blind students are indicated with an asterisk (*). Also noted for each task

are skill areas encompassed in performing the task other than the major skill area indicated at the top of the page.

We have found these skills and tasks useful in establishing the prevocational component in our program. We have organized them in this handbook in the hope that they will be helpful to others who wish to establish similar components in their program. We realize that ours is not an exhaustive list of activities, but expect that it can serve as a foundation.

Blank pages are provided at the back of the handbook. If you have created any unique "jobs" which you are using and would care to share with others, we would appreciate your jotting down materials and procedures and sending them to us. We would also appreciate receiving any comments that you have about our handbook and how you have used it.

ORGANIZING YOUR SPACE

1. A separate "workroom" is ideal. If you don't have this luxury, section off an area of a large room and use this area exclusively for "jobs". Make sure that your room is well lighted.
2. Provide large tables with appropriately sized chairs. There should be one chair per student and adult.
3. Place all materials for each task in a separate large box.
4. Glue or tape procedures onto each large box. Mark each box with task name and color code each box according to major skill area.
5. Use open shelves or shelves within a cabinet or closet. Place all boxes in an ordered fashion on these shelves.
6. Where needed (particularly with blind students) provide American Printing House for the Blind gray trays or something similar to keep materials on the table while students use them.
7. Each student should have a chart or a similar way of recording progress on individual goals.

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ASSEMBLY TASKS

SKILL: Assembly* Job 1-1

TASK: TINKER TOY Assembly

MATERIALS: TINKER TOY Set - sticks and wheels box

PROCEDURE:

1. Take 1 stick and 1 wheel or 2 wheels
2. Assemble
3. Put assembled set into box
4. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Matching
Using 2 hands together
Putting into
Grasping (releasing)
Eye/hand coordination

SKILL: Assembly* Job 1-2

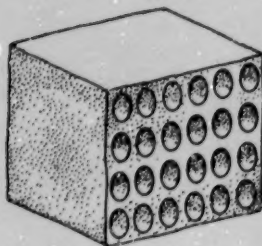
TASK: Assembling pencils and erasers

MATERIALS: Pencils or TINKER TOY Sticks
 Erasers
 Covered can with hole in cover

PROCEDURES: 1. Take 1 eraser and 1 pencil
 2. Put together
 3. Put assembled set into can
 4. Work until all pieces are
 assembled

ADDITIONAL SKILLS INVOLVED:

 Putting or placing on
 Putting into
 Using 2 hands together



SKILL: Assembly* Job 1-3

TASK: Assembling Pens

MATERIALS: Pens and covers in separate boxes
Yellow sponge with holes
Can

PROCEDURE:

1. Take plastic pen and put cover on
2. Put completed pen into sponge in sequence
3. Continue until sponge holes are filled
4. Take out all pens and put into can
5. Work until all pens are assembled

ADDITIONAL SKILLS INVOLVED:

Sequencing
Using 2 hands together
Putting into
Eye/hand coordination

SKILL: Assembly* Job 1-4

TASK: Assembling colored nuts and bolts

MATERIALS: Blue plastic bolts in 2 separate boxes
Red plastic nuts
Can with plastic cover with hole

PROCEDURE:

1. Take one piece from each box
2. Put 2 pieces together
3. Put in covered can
4. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Using 2 hands together
Putting into
Turning/twisting/screwing
Eye/hand coordination

SKILL: Assembly* Job 1-5

TASK: Assembling sets of silverware
and packaging

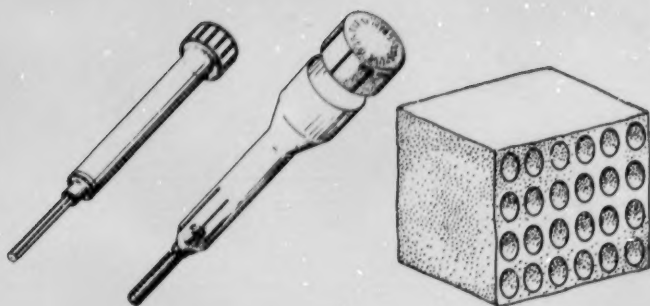
MATERIALS: Sets of silverware - all in
separate boxes
Knives
Forks
Spoons
Plastic bags
Box

PROCEDURE: 1. Take 1 of each piece of silverware
2. Put set of 3 pieces in plastic bag
3. Put set in box
4. Work until all silverware is
packaged

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Using two hands together

COMMENT: To make it more difficult, silverware
may all be in one box and student
should sort first.



SKILL: Assembly* Job 1-6

TASK: Assembling plastic syringe case, cover and tip

MATERIALS: Plastic syringe cases - 2 sizes
 Yellow covers and tips
 Purple covers and tips
 Yellow sponge with holes
 Shoe box

PROCEDURE:

1. Take plastic case
2. Find matching cover and tip
3. Assemble
4. Put into yellow sponge in sequence
5. When filled remove and put into box
6. Work until all syringes are assembled

ADDITIONAL SKILLS INVOLVED:

Matching
 Sequencing
 Putting into
 Turning/twisting/screwing
 Discrimination
 Using 2 hands together

SKILL: Assembly* Job 1-7

TASK: Assembling pens

MATERIALS: Pens (3 pieces) in 3 separate
boxes
Tin Can

PROCEDURE: 1. Take 1 of each piece
2. Put together
3. Put pen into can
4. Work until all pens are
assembled

ADDITIONAL SKILLS INVOLVED:

Using 2 hands together
Putting into
Turning/twisting/screwing
Grasping/releasing

SKILL: Assembly* Job 1-8

TASK: Assembling of nuts and bolts
of various sizes

MATERIALS: Assorted nuts and bolts in 2
separate boxes
Sorting tray (3 rows of 7)

PROCEDURE:

1. Take 1 bolt
2. Find matching nut
3. Screw on
4. Place each assembled product
in slot of sorting tray
5. Work until all are assembled

ADDITIONAL SKILLS INVOLVED:

Discrimination
Turning/twisting/screwing
Putting into
Using 2 hands together
1:1 correspondence

SKILL: Assembly Job 1-9

TASK: Assembling nuts, bolts of various sizes, yogurt covers

MATERIALS: Nuts of various sizes
Bolts
Yogurt covers with punched holes
Sorting tray (3 rows of 7)

PROCEDURE: 1. Take 1 bolt and 1 yogurt cover
2. Put 1 yogurt cover on bolt
3. Find matching nut
4. Screw on to complete set
5. Put assembled set into sorting tray
6. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Putting into
Eye/hand coordination
Assembly line
Turning/twisting/screwing
Using two hands together
Sequencing

Job 1-10

**Assembling white plastic circles, red pegs,
and pink containers (recycled materials)**

White plastic circles
Red pegs
Pink containers
Black rubber covers
Yellow sponge with holes

1. Take 1 plastic circle
2. Take 4 red pegs and place in holes in circle
3. Remove 4 pegs and place in pink container
4. Place cover on and place in yellow holder
5. Work until yellow holder is filled

Using two hands together
One-to-one correspondence
Sequencing
Eye hand coordination
Discrimination
Numbers
Putting into

SKILL: Assembly* Job 1-11

TASK: Assembling objects into pink containers

MATERIALS: Pink containers
Plastic syringe covers
Nuts with edges
Orange blocks
Black rubber covers
Box

PROCEDURE:

1. Take 1 container
2. Take one syringe cover and put into container, top down
3. Take one nut and put into syringe cover in container
4. Take one orange block and place on nut
5. Put black cover on and place in box

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Discrimination

SKILL: Assembly Job 1-12

TASK: Assembling pens and putting into assembled box

MATERIALS: Cardboard box, not assembled
Pens with blue covers (2 pcs.)
Box

PROCEDURE: 1. Assemble pens
2. Assemble box
3. Count out designated number of pens
4. Place in assembled box

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Eye-hand coordination
Counting
Putting into

SKILL: Assembly/Filling Up* Job 1-13

TASK: Assembling plastic lens into plastic tube

MATERIALS: Plastic lens tube
Many lenses
Large box

PROCEDURE: 1. Take plastic tube
2. Take a lens one at a time and place in tube in the designated direction
3. Place filled tube into large box

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting into
Filling up

SKILL: Assembly* Job 1-14

TASK: Assembling white styrofoam boxes

MATERIALS: White styrofoam boxes
White inserts
Yellow syringe covers
Box

PROCEDURE: 1. Take 1 white box
2. Place 2 inserts inside box
3. Place 2 yellow covers inside inserts
4. Put completed box into a larger box
5. Work until all boxes are filled

ADDITIONAL SKILLS INVOLVED:

Putting into
Discrimination
Filling up
Numbers

SKILL: Assembly* Job 1-15

TASK: Assembling 3 piece metal set

MATERIALS: 3 piece metal set

PROCEDURE:

1. Take large square piece
2. Take smaller piece and insert into larger piece
3. Insert screw into hole and tighten
4. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Discrimination
Eye-hand coordination
Turning/twisting/screwing

SKILL: Assembly* Job 1-16

TASK: Assembling 3 piece metal set

MATERIALS: 3 piece metal set

PROCEDURE: 1. Take large square piece with bar
2. Take smaller piece and insert into larger piece
3. Insert screw into hole and tighten
4. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Discrimination
Eye-hand coordination
Turning/twisting/screwing

SKILL: Assembly* Job 1-17

TASK: Assembling lenses in tray and packaging

MATERIALS: Black lenses
Sorting tray
Plastic bags

PROCEDURE:

1. Put lenses in sequence in sorting tray
2. When filled, place entire set into plastic bag
3. Place bag in box
4. Work until all lenses are packaged

ADDITIONAL SKILLS INVOLVED:

Sequencing
One-to-one correspondence
Putting into

SKILL: Assembly Job 1-18

TASK: Assembling telephone plugs

MATERIALS: 5 piece telephone assembly
Screwdriver

PROCEDURE:

1. Take the largest flat, round plastic piece
2. Insert 4 pins into piece
3. Place white flat piece over the larger piece
4. Place cover over assembled set
5. Place screw into place and tighten using screwdriver
6. Work until all pieces are assembled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Sequencing
Turning/twisting/screwing
Putting into
Discrimination
Eye-hand coordination

SKILL: Assembly* Job 1-19

TASK: Packaging sets of various sized circles

MATERIALS: 5 sets of various sizes and textures of circles (20 each)
Plastic or wax paper bags

PROCEDURE:

1. Take 1 each of 5 circles
2. Place in plastic or waxed paper bags
3. Work until all bags are filled

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into

SKILL: Assembly Job 1-20

TASK: Assembling sets of 3 objects and placing into medicine cups

MATERIALS: Set of 15 medium paper cups glued to cardboard
Small cups
Blue knobs
Syringe tips

PROCEDURE:

1. Place one cup in each larger cup
2. Place one blue knob in each cup
3. Place one syringe tip in hole of blue knob
4. Work in sequence until all sets are complete

ADDITIONAL SKILLS INVOLVED:

One-to-one correspondence
Eye-hand coordination
Putting into
Sequencing
Discrimination

SKILL: Assembly* Job 1-21

TASK: Putting one each of items into paper cups

MATERIALS: 12 small paper cups glued to cardboard
Pink containers
Blue balls
Cork circles
Black covers

PROCEDURE: 1. Take 1 each of items and place in sequence in paper cup

2. Place black cover on container

3. Work in sequence until all cups have been filled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Sequencing
Putting into
One-to-one correspondence

ASSEMBLY LINE TASKS

SKILL: Assembly Line* for 3 Students Job 2-2

TASK: Assembling nuts, bolts, and yogurt covers

MATERIALS: Nuts
Bolts
Yogurt covers with holes
Reading board with hooks

PROCEDURE:

1. Student A takes one bolt and one yogurt cover
2. Puts cover on bolt
3. Gives to student B
4. Student B takes one nut
5. Screws nut on bolt
6. Gives to student C
7. Student C takes piece
8. Hangs on reading board in sequence
9. Work until all are completed

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination
Turning/twisting/screwing
Putting into
Putting on
Using two hands together
Assembly
Sequencing

SKILL: Assembly Line* for 2 Students Job 2-3

TASK: Assembling nuts and bolts and card

MATERIALS: Nuts - assorted sizes
 Bolts - assorted sizes
 Cards with punched holes
 Hook board

PROCEDURE: 1. Student A picks up bolt and card
 2. Puts card on bolt
 3. Gives to student B
 4. Student B finds matching nut
 5. Screws on to bolt
 6. Carries and hangs on hook board
 in hallway
 7. Returns to chair
 8. Works until all sets are complete

ADDITIONAL SKILLS INVOLVED:

Matching
Assembly
Using two hands together
Turning/twisting/screwing
Discrimination



SKILL: Assembly Line* for 2 Students Job 2-4

TASK: Assembling and packaging colored plastic pieces

MATERIALS: 2 different colors plastic rectangles with holes
Cellophane bags
Stapler
Slot box

PROCEDURE:

1. Student A takes 1 each of 2 color pieces
2. Puts in cellophane bag
3. Gives to student B
4. Student B staples bag
5. Puts in box
6. Work until all pieces are packaged and stapled

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Fasteners
Putting into
Discrimination

COMMENTS: Rather than packaging, students may use metal rings and hang on metal stand - then blind students may perform task.

SKILL: Assembly Line for 3 Students Job 2-5

TASK: Match visual perception cards and assemble

MATERIALS: Cards with figures: sets of arrows in varying direction
Various numbers e.g., 266, 143
Various designs
All with punched holes and 3 each of cards
Brads
Reading board

PROCEDURE:

1. Student A matches cards in set
2. Gives both cards to student B
3. Student B picks up brad
4. Puts brad through hole and closes
5. Gives to student C
6. Student C hangs on reading board, matching set to third card
7. Works until all are hanging

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Eye/hand coordination
Fasteners

SKILL: Assembly Line for 1 or 2 students Job 2-6

TASK: Assembling and packaging colored tile pieces

MATERIALS: Various colored tiles
Metal rings
Metal stand

PROCEDURE:

1. Student A takes 2 pieces of same color from a selection in a box
2. Gives set to student B; student B puts set on metal ring and closes ring
3. Gives assembly to student C who stands and hangs it on metal stand
4. Work until all are assembled

ADDITIONAL SKILLS INVOLVED:

Discrimination
Eye-hand coordination
Use of fasteners
Hanging up
Assembly
Using two hands together

COLLATING TASKS

SKILL: Collating*

Job 3-1

TASK: Collating objects into containers

MATERIALS: 15 each of 3 different kinds of objects
15 large envelopes or small boxes with covers
Three trays
One large box

PROCEDURE: 1. Choose one object from each tray and place in envelope or box
2. Place envelope or small box in large box
3. Continue collating objects and placing envelopes or small boxes in large box until task completed

ADDITIONAL SKILLS INVOLVED:

Using 2 hands together
Assembly
Discrimination
Putting into

SKILL: Collating* Job 3-2

TASK: Collating pieces of paper into piles

MATERIALS: 10 pieces of paper labeled A (or 1)
10 pieces of paper labeled B (or 2)
10 pieces of paper labeled C (or 3)
10 pieces of paper labeled D (or 4)

PROCEDURE: 1. Place papers A, B, C, and D (or 1, 2, 3, and 4) side by side left to right on table
2. Collate papers A, B, C, and D (or 1, 2, 3, and 4) left to right in order
3. Staple
4. Continue until all 40 pieces are collated

ADDITIONAL SKILLS INVOLVED:

Using 2 hands together
Assembly task

SKILL: Cutting Job 3-3

TASK: Cutting on drawn lines - short length

MATERIALS: Computer tapes
Scissors
Envelopes
Box

PROCEDURE: 1. Cut on already drawn lines
2. Put in envelope
3. Put forward into box

ADDITIONAL SKILLS INVOLVED:

Putting into
Eye/hand coordination
Using two hands together
Assembly

- SKILL:** Cutting Job 3-4
- TASK:** Cutting on drawn lines on construction paper
- MATERIALS:** Various colors of construction paper with drawn lines
Scissors
Shoe boxes
- PROCEDURE:**
1. Take one sheet of construction paper
 2. Cut on drawn black lines
 3. Place each strip in appropriate shoe box, by color

ADDITIONAL SKILLS INVOLVED:

Putting into
Eye/hand coordination
Using two hands together
Sorting
Discrimination

SKILL: Cutting Job 3-5

TASK: Cutting on drawn lines on paper

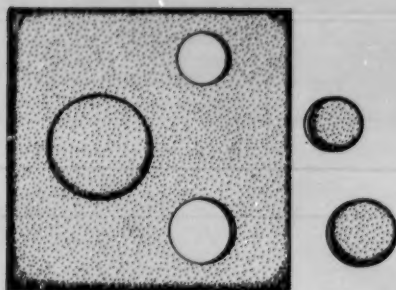
MATERIALS: Scissors
Stapler
Paper with drawn lines

PROCEDURE: 1. Cut paper on drawn lines
2. Cut X amount of papers to make a note pad
3. Staple together
4. Put in slot box

ADDITIONAL SKILLS INVOLVED:

Putting into
Eye/hand coordination
Using two hands together
Assembly

DISCRIMINATION TASKS



- SKILL:** Discrimination* Job 4-1
- TASK:** Putting felt circles into appropriate spaces
- MATERIALS:** Felt circles - 3 different sizes all in one box
Felt cardboard inserts glued to cardboard
- PROCEDURE:**
1. Take top sheet from pile
 2. Choose appropriately sized circles to fit spaces
 3. When filled, put aside
 4. Take next cardboard
 5. Fill with circles
 6. Work until all are filled
- ADDITIONAL SKILLS INVOLVED:**
- 1:1 correspondence
 - Assembly
 - Using two hands together
- COMMENTS:** Good activity for blind child if goal is to work independently.

SKILL: Discrimination* Job 4-2

TASK: Matching covers to jars

MATERIALS: Jars - various sizes
 Covers - various sizes
 Large shoe box

PROCEDURE: 1. Take one jar from box 1
 2. Find matching cover from
 box 2
 3. Put cover on jar
 4. Put completed set into box

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Putting into
Putting on
Turning/twisting/screwing
Matching

SKILL: Discrimination (shape)* Job 4-3

TASK: Paper shapes in envelopes

MATERIALS: Construction paper circles, squares,
 and triangles
 Envelopes
 Slot box

PROCEDURE: 1. Choose one of each shape
 2. Put set in envelope
 3. Put envelope in slot box
 4. Repeat until completed

ADDITIONAL SKILLS INVOLVED:

 Putting into
 Using 2 hands together
 Assembly line

SKILL: Discrimination* Job 4-4

TASK: Put 3 different textures into envelope

MATERIALS: Set of 3 boxes, stapled together
Paper circles
Felt circles - all in separate boxes
Yogurt covers
Envelopes
Slot box

PROCEDURE: 1. Take one of each texture from boxes
2. Put the 3 textures together
3. Put in envelope
4. Put envelope into slot box
5. Work until all circles are used up

ADDITIONAL SKILLS INVOLVED:

Putting into
Assembly
Sequencing
Using two hands together

Job 4-5

Paper shapes in boxes

Construction paper circles, squares,
and triangles
Boxes from hairdresser
Shoe box

1. Choose one of each shape
2. Put set in box, close lid
3. Stack in shoe box
4. Continue until completed

Putting into
Using 2 hands together
Assembly line

SKILL: Discrimination (color) Job 4-6

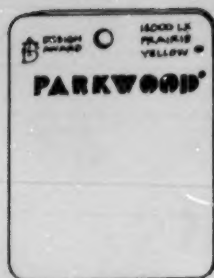
TASK: Construction paper and paper clips

MATERIALS: Three colors medium-sized construction paper in three piles on table
Paper clips
Wash basin

PROCEDURE: 1. Pick up one of each color of paper
2. Clip 3 papers with paper clip
3. Put in wash basin on floor or table
4. Continue until completed

ADDITIONAL SKILLS INVOLVED:

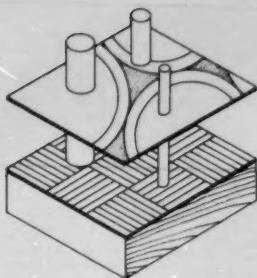
Putting into
Using 2 hands together
Assembly
Using fasteners
Collating



- SKILL:** Discrimination Job 4-7
- TASK:** Stringing 6 tiles of different color
- MATERIALS:** Colored tiles (4 each of same color)
String
Board with hooks on it
Cheat sheet if child does not count
- PROCEDURE:**
1. Pick one tile from box
 2. Put on cheat sheet
 3. Find 5 other tiles - all different colors
 4. Put on cheat sheet
 5. Pick up and string
 6. Tie in single knot
 7. Carry over to hook board
 8. Hang on hook
 9. Return to chair
 10. Work until tiles are all strung

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination
Using two hands together
Fasteners
Stringing
Hanging
Tying
Assembly
Numbers 1 - 10



SKILL: Discrimination (pattern/size)* Job 4-8

TASK: Linoleum discrimination

MATERIALS: Dowel sets
Linoleum pieces each with 3
holes

PROCEDURE:

1. Take set of linoleum and dowel sets
2. Match dowel pattern to linoleum and place linoleum down over dowels
3. Continue until linoleum is completely sorted
4. Put each completed dowel set in box

ADDITIONAL SKILLS INVOLVED:

Sorting
Putting on
Matching
Eye/hand coordination
Using two hands together
Pulling/pushing

FILLING-UP TASKS



- SKILL:** Filling up* Job 5-1
- TASK:** Fill up plastic tubes with blue balls
- MATERIALS:** 6 plastic tubes
Box of blue balls
Shoe box
- PROCEDURE:**
1. Take 1 plastic tube
 2. Put balls into tube until full
 3. Put filled tube upright into box
 4. Work until all tubes are full
- ADDITIONAL SKILLS INVOLVED:**

Assembly
Using two hands together
Putting into

SKILLS: Filling up* Job 5-2

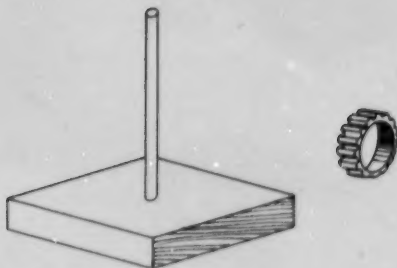
TASK: Fill up containers

MATERIALS: Small pieces of foam rubber or
scrap material
Large ice cream containers with
covers

PROCEDURE: 1. Take 1 container
2. Fill container with material
3. Put cover on
4. Put aside
5. Work until all boxes are filled

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Putting into
Putting on
Grasping/releasing



SKILL: Filling up* Job 5-3

TASK: Putting nuts on spindles

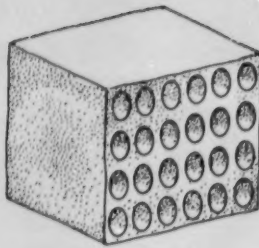
MATERIALS: Spindles 6" high (4)
Red plastic nuts or washers

PROCEDURE:

1. Take 1 spindle
2. Put nuts on spindle until full
3. Put aside
4. Work until all 4 spindles are full

ADDITIONAL SKILLS INVOLVED:

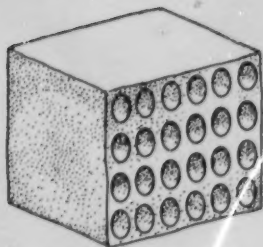
Using two hands together
Putting on
Eye/hand coordination



- SKILL:** Filling up* Job 5-4
- TASK:** Filling cigar holders with beans or sand
- MATERIALS:** Cigar holders with covers
Beans or sand
Funnel if sand is used
Foam rubber sponge with holes
- PROCEDURE:**
1. Take cover off cigar holder
 2. Put funnel in holder
 3. Fill with sand or beans
 4. Remove funnel
 5. Put cover on
 6. Put holder into sponge
 7. Work until sponge holes are filled

ADDITIONAL SKILLS INVOLVED:

Sequencing
Turning/twisting/screwing
Assembly line
Putting into
Using two hands together
Assembly



SKILL: Filling up* Job 5-5

TASK: Filling small film containers

MATERIALS: Small gray film containers
Beans
Sponge holder

PROCEDURE:

1. Take small container
2. Remove cover
3. Fill with beans using hands
4. Put cover on
5. Place in sponge holder
6. Work until sponge holder is filled

ADDITIONAL SKILLS INVOLVED:

Sequencing
Turning/twisting/screwing
Assembly line
Putting into
Using two hands together
Assembly

SKILL: Filling up* Job 5-6

TASK: Filling jars using scoop

MATERIALS: Jars with covers - baby food
Beans
Scoop
Large basin

PROCEDURE: 1. Open jar, one at a time
2. Fill jar using scoop
3. Put cover on
4. Put in basin on the floor
5. Work until all jars are filled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting into
Putting on
Grasping/releasing
Turning/twisting/screwing



SKILL: Filling up* Job 5-7

TASK: Fill drawstring bags with beans

MATERIALS: Beans or macaroni
Drawstring bags or baggies (10)
Box
Scoop - optional
Hook board - optional

PROCEDURE:

1. Take 1 bag
2. Fill bag with beans (use scoop)
3. Put filled bag into box or hang on hook board
4. Work until all bags are filled

ADDITIONAL SKILLS INVOLVED:

Pulling/pushing
Eye/hand coordination
Putting into
Hanging
Using two hands together
Assembly

SKILL: Filling up* Job 5-8

TASK: Filling up small match boxes with plastic tubes

MATERIALS: Small match boxes
1" long plastic tubing
Box

PROCEDURE:

1. Open match box
2. Place designated number of tubing in box
3. Close box
4. Place in larger box
5. Work until all boxes are filled up

ADDITIONAL SKILLS INVOLVED:

Counting
Using two hands together
Putting into

FOLDING TASKS

SKILL: Folding

Job 6-1

TASK: Folding paper

MATERIALS: Paper
 Envelopes

PROCEDURES: 1. Fold each paper in half ,
 2. Put in envelope
 3. Stack envelopes

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Assembly

SKILL: Folding Job 6-2

TASK: Folding paper into thirds

MATERIALS: Paper
 Box

PROCEDURE: 1. Take 1 paper
 2. Fold $\frac{1}{3}$ of paper from
 long edge
 3. Fold opposite edge $\frac{1}{3}$ of
 the way
 4. Put in box
 5. Fold 10 papers

SKILL: Folding

Job 6-3

TASK: Folding fabric

MATERIALS: Fabric pieces

PROCEDURE: 1. Fold in half with edges meeting
 2. Turn fabric
 3. Fold again so edges meet
 4. Put fabric in pile

ADDITIONAL SKILLS INVOLVED:

Using two hands together

Job 6-4

Job 6-4

Job 6-4

Job 6-4

Job 6-4

Job 6-4

SKILL: Folding

Job 6-5

TASK: Folding paper to fit paper band

MATERIALS: Already folded papers
Paper bands from bank
Slot box

PROCEDURE: 1. Pick up one folded paper
2. Fold again lengthwise
3. Put band around paper
4. Put in slot box

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Assembly

INSERTING TASKS

Job 7-1

Inserting keys into keyholes and releasing locks

Several padlocks with keys

1. Insert key into keyhole
2. Turn key to release padlock
3. Remove key from padlock
4. Repeat until completed with all padlocks

ADDITIONAL SKILLS INVOLVED:

Matching correct keys to locks
Eye/hand coordination
Using two hands together

SKILL: Inserting* Job 7-2

TASK: Folding papers and inserting
into envelopes

MATERIALS: 10 pieces of letter paper
 10 legal-sized envelopes
 Box

PROCEDURE: 1. Fold paper into thirds,
 "business style"
 2. Place "letter" into envelope
 3. Place envelope into box
 4. Continue until completed

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Eye/hand coordination for accurate
folding
Folding/creasing
1:1 correspondence for putting
"letters" into envelopes
Assembly line
Putting into

SKILL: Inserting* Job 7-3

TASK: Inserting one sock into another

MATERIALS: 10 pairs of socks

PROCEDURE:

1. Select one pair of socks
2. Grasp neck of one sock and fold it down over the neck of the other sock so they stay together
3. Repeat until all socks are paired together

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Matching up pairs of different
colored socks
Assembly line
Putting into

MATCHING TASKS

SKILL: Matching Job 8-1

TASK: Matching colored pegs to color coded
pegboard

MATERIALS: Colored pegs
Pegboard with holes color-coded in
rows

PROCEDURE: 1. Put pegs in holes, matching peg
color to hole color
2. Work until all pegs are matched

ADDITIONAL SKILLS INVOLVED:

Putting into
Sequencing
Eye/hand coordination
Filling up
1:1 Correspondence
Discrimination

SKILL: Matching Job 8-2

TASK: Matching items to Thermoform sheets

MATERIALS: Several objects fairly flat, like scissors, key, Tinkertoy, poker chip, pen, Lego, etc.
Thermoform sheets on which impressions of each object has been made

PROCEDURE:

1. Pick up object
2. Place in correct impression on sheet
3. Work until all objects are matched

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Using two hands together
1:1 correspondence



- SKILL:** Matching Job 8-3
- TASK:** Matching sets of colored chips
- MATERIALS:** Box with 9 sets of 4 each -- Parkwood
or Formica sample chips
Nine elastic bands
Box
- PROCEDURE:**
1. Pick up one chip
 2. Find the three matching chips
 3. Secure with rubber band
 4. Put set into box
 5. Work until all sets are matched
- ADDITIONAL SKILLS INVOLVED:**
- Discrimination
 - Putting into
 - Using two hands together
 - Fasteners
 - Assembly

SKILL: Matching Job 8-4

TASK: Matching cut-out shapes to drawn shapes

MATERIALS: Pages with a variety of drawn shapes,
3 - 5 on each page
Construction paper - cut-out shapes
Envelopes
Clips (butterfly)

PROCEDURE:

1. Pick a page
2. Select shapes from a box of mixed shapes that match that page
3. Put shapes in envelope
4. Clip envelope to page
5. Work until all shapes are matched

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Using two hands together
Fasteners
Assembly
1:1 Correspondence

SKILL: Matching Job 8-5

TASK: Matching coins to Thermoform sheets

MATERIALS: Pennies, nickels, dimes and quarters
Several Thermoform sheets on which
impressions of money have been made

PROCEDURE: 1. Pick up one coin
2. Place in correct impression on
sheet
3. Work until all coins are matched

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Using two hands together
1:1 Correspondence

SKILL: Matching Job 8-6

TASK: Matching nuts and bolts

MATERIALS: Assorted sizes of nuts and bolts
Sorting tray

PROCEDURE: 1. Pick up one bolt
2. Find matching nut
3. Screw them together
4. Place in box
5. Work until all are matched

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Eye/hand coordination
Using two hands together
Assembly
Turning/twisting/screwing
Sequencing

MEASURE TASKS

SKILL: **Measure**

Job 9-1

TASK: **Measuring lengths of yarn and
cutting**

MATERIALS: **Yarn
Scissors
Box
Wooden Spool**

PROCEDURE: **1. Wrap yarn around wood spool
 until thick or until yarn
 runs out
 2. Cut yarn at top and bottom
 3. Put yarn in box**

ADDITIONAL SKILLS INVOLVED:

**Putting into
Cutting
Using two hands together**

SKILL: Measure Job 9-2

TASK: Measuring lengths of yarn

MATERIALS: Yarn
Scissors
Box to hold ball of yarn
Box to put cut yarn into
Cardboard measure

PROCEDURE: 1. Cut yarn by measuring on
cardboard
2. Put cut pieces in box
3. Continue until ball of yarn
is finished

ADDITIONAL SKILLS INVOLVED:

Putting into
Eye/hand coordination
Cutting
Using two hands together

NUMBERS TASKS

SKILL: Numbers Job 10-1

TASK: Matching circles to mimeo and stapling

MATERIALS: 1. sheet with 4 drawn circles
Yellow circles
Stapler
Box

PROCEDURE: 1. Take mimeo (if necessary)
2. Count out or match 4 circles to mimeo
3. Pick up and staple
4. Put stapled set into box
5. Work until all circles are counted and stapled

ADDITIONAL SKILLS INVOLVED:

1:1 Correspondence
Putting into
Using two hands together
Assembly

SKILL: Numbers* Job 10-2

TASK: Count out and punch 5 papers

MATERIALS: Construction paper shapes with
black dot
Paper punch
Metal rings
Metal stands
Cheat sheet with 5 shapes

PROCEDURE: 1. Count out 5 papers
2. Punch holes on each black dot
3. Take metal ring
4. Open metal ring (or may be open)
5. Put 5 shapes on ring
6. Hand on metal stand
7. Work until all papers are punched and assembled

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Stringing
Hanging
Eye/hand coordination
Collating
Grasping/releasing
Discrimination

COMMENTS: Number may vary according to students.
Blind students may punch anywhere on paper circle or on tactual marker.



SKILL: Numbers Job 10-3

TASK: Cutting 5 computer tapes

MATERIALS: Yellow computer tape with marked
lines every 2 - 3 inches
Scissors
Envelopes
Shoe box with slot cover
Cheat sheet with 5 squares
Insert roll into gray box

PROCEDURES:

1. Pull tape through box
2. Cut on drawn black line
3. Count out 5
4. Place all 5 into envelope
5. Place envelope in slot box
6. Work until roll is cut up

ADDITIONAL SKILLS INVOLVED:

1:1 Correspondence
Assembly
Using two hands together
Putting into
Eye/hand coordination
Cutting

SKILL: Numbers*

Job 10-4

TASK: Counting washers -- 1 - 12 or
1 - 10

MATERIALS: 100 washers
20 tags numbered 1 - 20 or 1 - 10
20 counting boards
Plastic bags 9 or 10
Box

PROCEDURE: 1. Put tags 1 - 20 on counting
board in order
2. Put 10 or 12 washers on counting
board, stopping at 10 or 12
3. Remove all washers
4. Put in plastic bag
5. Put into box
6. Work until 9 or 10 sets are
completed

ADDITIONAL SKILLS INVOLVED:

Sequencing
1:1 Correspondence
Placing on
Putting into

COMMENTS: Number may vary between 5 - 20

SKILL: Numbers* Job 10-5

TASK: Placing 3 washers on bolt before
screwing nut and bolt together

MATERIALS: 20 nuts)
20 bolts) All in separate boxes
60 washers)
Sorting tray

PROCEDURE: 1. Take one nut from box
2. Take one bolt from box
3. Take three washers from box
4. Put three washers on bolt
5. Screw nut and bolt
6. Put finished produce in first
slot in sorting tray
7. Work until all nuts and bolts
are assembled

ADDITIONAL SKILLS INVOLVED:

1:1 Correspondence
Turning/twisting/screwing
Eye/hand coordination
Putting into
Using two hands together
Assembly

COMMENTS: May use 3 nail counting board for
blind children or children who do
not count

SKILL: Numbers Job 10-6

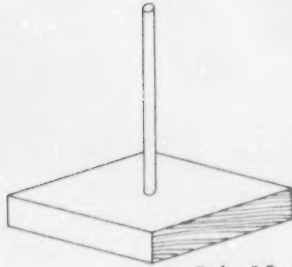
TASK: Pin designated number of clothes-
pins on to hangers

MATERIALS: Coat hangers with number card
 attached 1 - 10
 Clothespins
 Metal stand or something to hang
 hangers on
 Cheat sheet if necessary

PROCEDURE: 1. Take first coat hanger
 2. Count out corresponding number
 of clothespins
 3. Pin on hanger
 4. Stand up and carry to metal
 stand
 5. Hang up
 6. Return to chair
 7. Work until all hangers are
 hanging

ADDITIONAL SKILLS INVOLVED:

Grasp/releasing
Eye/hand discrimination
Assembly line
Putting on
Hanging
Using two hands together
Fasteners
Assembly
Matching
1:1 Correspondence



SKILL:

Numbers*

Job 10-7

TASK:

Put assigned number into
boxes 1 - 10

MATERIALS:

Metal rings (open)
Nuts
Paper clips
Spindle
Cheat sheet

PROCEDURE:

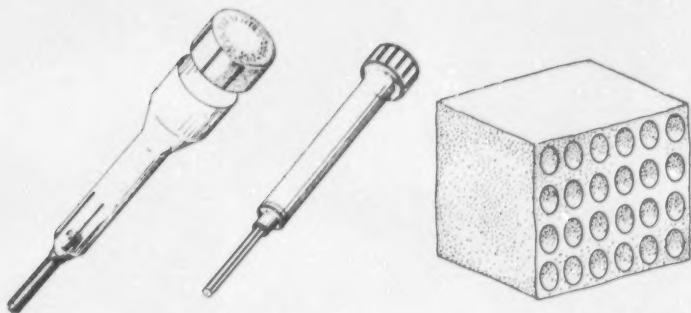
1. Take designated number of nuts
2. Put on metal rings
3. Take designated number of paper clips
4. Put on same metal ring
5. Close ring
6. Place ring on spindle
7. Work until 10 sets are done

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Fasteners
Stringing
Putting into
Putting on
Discrimination

COMMENTS:

Blind child can be given designated
number and then complete job.



SKILL:

Numbers*

Job 10-8

TASK:

Assemble plastic syringes and fill with 5 paper clips

MATERIALS:

Purple and yellow clear plastic
syringe cases)
Covers) All in same box
Tips of syringe)
Paper clips)
Sponge)
Cheat sheet

PROCEDURE:

1. Take clear syringe case
2. Find matching tip and cover
3. Count out 5 paper clips
4. Insert tip, clips
5. Put cover on
6. Place in sponge
7. Work until all syringes are assembled

ADDITIONAL SKILLS INVOLVED:

Matching
Assembly
Using two hands together
Putting into
Turning/twisting/screwing
Pulling/pushing
Discrimination

COMMENTS:

Blind child can use counting board
or can be given clips to put in

SKILL: Numbers*

Job 10-9

TASK: Assemble 10 small safety pins on
larger pin

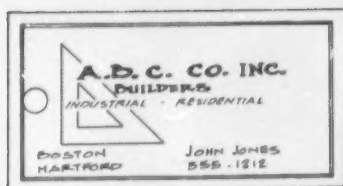
MATERIALS: 30 - 50 small safety pins
3 - 5 large safety pins
Small box or reading board with
hooks
Cheat sheet

PROCEDURE: 1. Count out 10 small pins
2. Take one large pin
3. Open large pin
4. Place point of large pin through
hole in 10 bases of each small
pin
5. Close large pin
6. Put into box or hang on reading
board
7. Work until all pins are assembled

ADDITIONAL SKILLS INVOLVED:

Discrimination
Eye/hand coordination
Putting into
Putting on
Fasteners
Using two hands together
Assembly

COMMENTS: Number can be altered depending on
students



SKILL: Numbers Job 10-10

TASK: Follow directions on card and count out number

MATERIALS: Cards with printed numbers 1 - 10
Paper clips
Envelopes
Box
Cheat sheet

PROCEDURE: 1. Take first card with printed number
2. Count out designated number of clips, corresponding to card
3. Clip onto card
4. Put card in envelope
5. Put envelope into box
6. Work until all cards have clips

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Fasteners
Putting into

SKILL: Numbers

Job 10-11

TASK: Count out paper clips and place in corresponding box

MATERIALS: Business cards with printed numbers
1 - 10
Paper clips
Boxes with printed numbers 1 - 10
Shoe box
Cheat sheet

PROCEDURE: 1. Pick 1 card
2. Get designated number of clips
3. Clip onto card
4. Find box with same number
5. Put card in box
6. Put box into shoe box
7. Work until cards all have clips

ADDITIONAL SKILLS INVOLVED:

Putting into
Fasteners
Using two hands together
Assembly
Matching

SKILL: Numbers Job 10-12

TASK: Filling up bottles and placing
designated number of bottles into
section of tray

MATERIALS: 12-section tray with printed number
on the bottom of each section
Small plastic bottles with covers
Small plastic pegs

PROCEDURE: 1. Remove cover from bottle
2. Fill with pegs
3. Place cover on bottle
4. Put designated number of
bottles (1-5) in each section
5. Work until tray is filled

ADDITIONAL SKILLS INVOLVED:

Filling up
Using two hands together
Sequencing
Putting into
Putting on
Opening containers

- SKILL: Numbers Job 10-13
- TASK: Counting out safety pins and
 placing them into small envelopes
- MATERIALS: Safety pins
 Small envelopes with numbers on
 outside
 Sorting tray
- PROCEDURE: 1. Take one envelope
 2. Count out X number of pins
 3. Insert into envelope
 4. Place envelope into slot of
 sorting tray
 5. Work until all envelopes are
 used up

ADDITIONAL SKILLS INVOLVED:

Putting into
Sequencing
One-to-one correspondence
Using two hands together
Opening containers

SKILL: Numbers Job 10-14

TASK: Counting out (1-6) objects and
placing into tray

MATERIALS: Tray with covers with marked number
on each cover
Macaroni
Blue screws

PROCEDURE:

1. Count out designated number of macaroni and place in section of tray
2. Count out designated number of blue screws and place in same section as macaroni
3. Work until all sections are filled

ADDITIONAL SKILLS INVOLVED:

Sequencing
Collating
Putting into

SKILL: Numbers Job 10-15

TASK: Counting out designated number
of cardboard circles and clipping
together

MATERIALS: Cardboard circles
Cards with one number written
on each - 1-10
Paper clips
Sorting tray

PROCEDURE: 1. Take numbered card
2. Count out number of circles
3. Clip together with paper clip
4. Put into tray in sequence

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Use of fasteners
Sequencing
Collating

ONE-TO-ONE CORRESPONDENCE TASKS

SKILL: One to one correspondence Job 11-1

TASK: Placing one ring on each nail

MATERIALS: Metal rings
Counting board (10 nails)
Box or bag

PROCEDURE: 1. Put one ring on each nail
2. Take rings off
3. Put in bag or box

ADDITIONAL SKILLS INVOLVED:

Putting into
Putting on
Using two hands together
Assembly
Number 1 - 10

SKILL: One to one correspondence Job 11-2

TASK: Placing one nail in each hole

MATERIALS: 10 holed board
50 nails

PROCEDURE: 1. Place one nail in each hole
2. Remove nails and place in
piles of 5, making 5 piles

ADDITIONAL SKILLS INVOLVED:

Numbers 1 - 10

PRESSING TASKS

SKILL: Pressing Job 12-1

TASK: Typing on typewriter

MATERIALS: Typewriter
Paper

PROCEDURE: 1. Press on keys to make impressions
on paper
2. Work until paper is sufficiently
used up

ADDITIONAL SKILLS INVOLVED:

Using two hands together to operate
carriage
Eye/hand coordination for depressing
one key at a time

SKILL: Pressing Job 12-2

TASK: Using stamp and stamp pad

MATERIALS: Rubber stamp
Stamp pad
Envelopes with outline for stamp
Slot box

PROCEDURE:

1. Stamp onto marked corner of envelope
2. Put envelope in slot box
3. Work until all envelopes are in box

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination for
accuracy
Putting into

SEQUENCING TASKS

SKILL: Sequencing* Job 13-1

TASK: Filling up covers in sequence

MATERIALS: Large margarine tub covers glued
to box cover (15) - 3 rows of 5
Large cardboard circles

PROCEDURE: 1. Put one circle in each large
cover - Row 1, Row 2, Row 3
2. Work until covers are filled

ADDITIONAL SKILLS INVOLVED:

Putting into

SKILL: Sequencing* Job 13-2

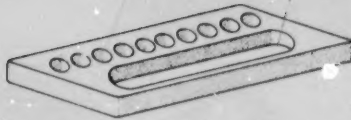
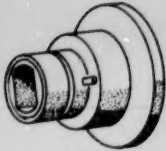
TASK: Filling up pegboard in sequence

MATERIALS: Pegboard
Pegs - more than enough to fill the holes

PROCEDURE: 1. Put 1 peg in each hole, from left to right
2. Work until all holes are filled

ADDITIONAL SKILLS INVOLVED:

Putting into
Filling up
Eye/hand coordination
1:1 Correspondence



SKILL: Sequencing* Job 13-3

TASK: Placing 2 items in sorting tray

MATERIALS: Sorting tray with 10 spaces
Blue knobs) 2 separate boxes
Blue screws)

PROCEDURE:

1. Put 1 blue knob in each space
2. Put 1 screw in each blue knob
3. Work until set is complete

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Eye/hand coordination
1:1 Correspondence

SKILL: Sequencing* Job 13-4

TASK: Filling up pegboard with 2 sets of objects

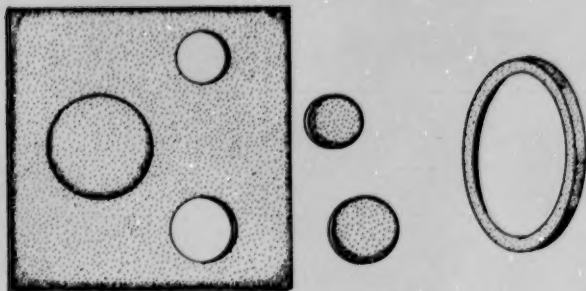
MATERIALS: Wooden pegboard with large holes
Ziti macaroni
Pipe cleaners - 2"

PROCEDURE:

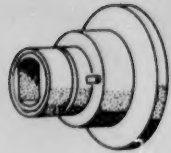
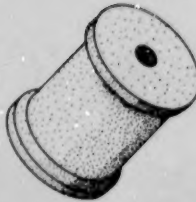
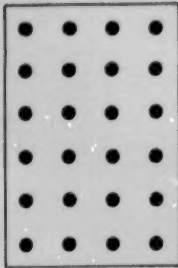
1. Put one Ziti in each hole, in sequence
2. Put one pipe cleaner in each Ziti, in sequence
3. Continue until set is complete

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Eye/hand coordination
1:1 Correspondence



- SKILL:** Sequencing* Job 13-5
- TASK:** Filling up covers with 3 sets of objects
- MATERIALS:** Baby food covers glued to box cover (12)
Blue felt circles)
Poker chips) in 3 separate boxes
Small rings)
- PROCEDURE:**
1. Take one set at a time
 2. Put in all felt circles
 3. Put in all poker chips
 4. Put in all small rings
- ADDITIONAL SKILLS INVOLVED:**
- Discrimination
Using two hands together
1:1 Correspondence



SKILL: Sequencing Job 13-6

TASK: Fill nail board with 3 sets of objects

MATERIALS: Nail board, 1 row, 18 nails
Spools)
Washers) in 3 separate boxes
Blue knobs)

PROCEDURE:

1. Put 1 spool on each nail
2. Put 1 blue knob on each nail
3. Put 1 washer on each nail
4. Do only 1 time

ADDITIONAL SKILLS INVOLVED:

Putting on
1:1 Correspondence
Using two hands together



SKILL:

Sequencing*

Job 13-7

TASK:

**Fill egg cartons with 3 sets of
objects in 3 separate boxes**

MATERIALS:

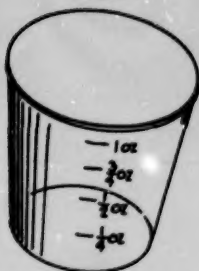
**Medicine cups
Egg cartons
Cardboard circles
Blue felt circles
Styrofoam circles
3 boxes**

PROCEDURE:

- 1. Put one cup in each section of
carton**
- 2. Put one each of all circles in medicine
cups in sequence**
- 3. Pick up and carry to shelf**
- 4. Put cups on shelf**
- 5. Return to chair and begin again**
- 6. Work until materials are used up**

ADDITIONAL SKILLS INVOLVED:

**Discrimination
Putting into
1:1 Correspondence
Carrying**



SKILL: Sequencing Job 13-8

TASK: Fill egg cartons with 3 sets of objects gathered in one box

MATERIALS: Medicine cups)
Egg cartons)
Cardboard circles) All in one box
Blue felt circles)
Styrofoam circles)

PROCEDURE:

1. Put a cup in each section of carton
2. Find enough blue circles to put 1 in each space in sequence
3. Find enough felt circles to put 1 in each space in sequence
4. Find enough Styrofoam circles to put 1 in each space in sequence
5. Pick up and carry to shelf.
Put cups on shelf.
6. Return to chair and begin again
7. Work until materials are used up

ADDITIONAL SKILLS INVOLVED:

Carrying
Sorting
1:1 Correspondence
Putting into
Discrimination

SKILL: Sequencing* Job 13-9

TASK: Placing one item on hooks on reading board

MATERIALS: Reading board with hooks (15) - 3 rows of 5
Yogurt covers with punched holes

PROCEDURE: 1. Put one yogurt cover on each hook, in sequence
2. Work until set is complete

ADDITIONAL SKILLS INVOLVED:

- Putting on
- Hanging
- Using two hands together
- Eye/hand coordination
- 1:1 Correspondence



- SKILL:** Sequencing* Job 13-10
- TASK:** Placing 2 items on hooks on reading board
- MATERIALS:** Reading board with hooks (15) - 3 rows of 5
Round covers with punched holes
Rectangular cards with punched holes
- PROCEDURE:**
1. Put one cover on each hook in sequence
 2. Put one rectangular card on each hook in sequence
 3. Work until set is complete
- ADDITIONAL SKILLS INVOLVED:**
- Hanging
 - 1:1 Correspondence
 - Fasteners
 - Discrimination



SKILL: Sequencing* Job 13-11

TASK: Fill egg cartons with macaroni in sequence

MATERIALS: Macaroni or circles
Egg carton
Bags with draw strings or plastic baggies
Tray
Box

PROCEDURE:

1. Put 1 macaroni in each space of egg carton, in sequence
2. Dump into tray
3. Pick up, using whole hand grasp, and put into bag
4. Put completed bag into shoe box

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Assembly
1:1 Correspondence
Fasteners
Grasping/releasing

SKILL: Sequencing* Job 13-12

TASK: Putting yogurt covers on nail board

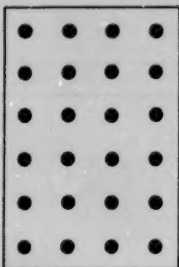
MATERIALS: Board with 10 nails in one row
Yogurt covers with punched hole in each
Paper clips
Box

PROCEDURE:

1. Put 1 yogurt cover on each nail, in sequence
2. Take covers off
3. Clip together with paper clip
4. Put packet in box

ADDITIONAL SKILLS INVOLVED:

Putting on
Putting into
Using two hands together
Assembly
Fasteners



SKILL: Sequencing* Job 13-13

TASK: Fill nail board with 3 washers
per nail

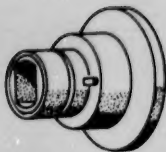
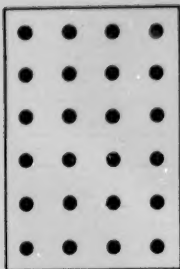
MATERIALS: Nail board - 5 rows, 5 nails per row
Washers

PROCEDURE: 1. Put 3 washers per nail in sequence
2. Do until all 25 nails are filled

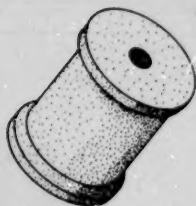
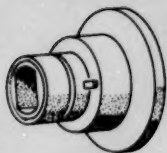
ADDITIONAL SKILLS INVOLVED:

Using two hands together
Eye/hand coordination
Numbers 1 - 5, 1 - 10

COMMENTS: Number can be varied - if number 1
is used, then O.K. for blind child



- SKILL:** Sequencing* Job 13-14
- TASK:** Filling up nail boards using numbers 1, 2, 3
- MATERIALS:** Nail board with 5 rows, 5 nails per row
Blue knobs or nuts
Box
- PROCEDURE:**
1. Take a set of knobs or nuts
 2. Fill up nail board in sequence with assigned number of objects 1, 2, or 3 per row
 3. Take off and put into box
 4. Begin again
- ADDITIONAL SKILLS INVOLVED:**
- Discrimination
 - Putting on
 - Putting into
 - Using two hands together
 - 1:1 Correspondence
- COMMENTS:** If child counts well, may alternate rows with different number for each.



SKILL: Sequencing* Job 13-15

TASK: Filling egg carton using aa, bb, pattern across 2 rows

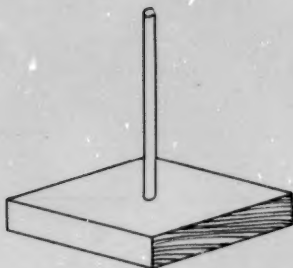
MATERIALS: 2 egg cartons, stapled together
end to end
Blue plastic knobs
Spools

PROCEDURE:

1. Take 2 each of blue knobs and spools and put in sequence using aa, bb, pattern
2. Carry to table
3. Empty objects into tray
4. Carry carton back to work table and begin again

ADDITIONAL SKILLS INVOLVED:

Putting into
Using two hands together
Assembly
1:1 Correspondence
Carrying



SKILL: Sequencing Job 13-16

TASK: Stringing objects using pattern
a, b, and number 2

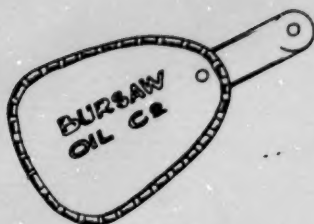
MATERIALS: Yarn or string) In 2 separate boxes
Paper clips)
Nuts
Spindle

PROCEDURE:

1. Pick up assigned number of paper clips and nuts
2. String, following a, b, pattern
3. Tie string with single knot
4. Hang on spindle
5. Do 10 sets

ADDITIONAL SKILLS INVOLVED:

Putting on
Stringing
Tying
Using two hands together
Eye/hand coordination
Assembly
1:1 Correspondence
Numbers 1 - 5



- SKILL:** Sequencing Job 13-17
- TASK:** Stringing in sequence following aabaa pattern
- MATERIALS:** Yogurt covers with punched holes
Plastic tab
Black wire (plastic coated) cut into 10" lengths
Box or Tinker Toy assembly used to hang
- PROCEDURE:**
1. Take 1 wire
 2. Thread onto wire 2 yogurt covers, 1 tab, 2 covers (cheat sheet may be used)
 3. Tie wire with single knot and tighten
 4. Put forward into box or hang on Tinker Toy
- ADDITIONAL SKILLS INVOLVED:**
- Discrimination
 - Eye/hand coordination
 - Stringing
 - Hanging
 - Tying
 - Using two hands together
 - Assembly
 - 1:1 Correspondence using cheat sheet
 - Collating

SKILL: Sequencing* Job 13-18

TASK: Putting tape on braille dots

MATERIALS: Masking tape
 Heavy braille paper on which rows
 of braille "figures" have been
 made no less than 1" apart

PROCEDURE: 1. Tear small piece of masking
 tape
 2. Place over braille "figure"
 3. Work from left to right starting
 at top left corner
 4. Work until all braille "figures"
 are covered

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting or placing on
Office supplies
1:1 Correspondence
Using two hands together

SKILL: Sequencing* Job 13-19

TASK: Lacing 2 pieces of leather together

MATERIALS: Leathercraft kit

PROCEDURE:

1. Thread needle
2. Tie knot in end of thread
3. Put leather pieces together
4. Sew, putting needle through double layer and sew in sequence
5. Sew until all holes are threaded
6. Tie knot

ADDITIONAL SKILLS INVOLVED:

Tying
Using two hands together
Assembly

SKILL: Sequencing* Job 13-20

TASK: Filling up nail board with blue knobs and nuts

MATERIALS: Nail board
Blue knobs
Nuts with edges
Boxes

PROCEDURE:

1. Place one blue knob on nail #1
2. Place 2 nuts on nail #1
3. Continue until all nails are filled up
4. Remove all objects and place in box
5. Work until X number of boxes are completed

ADDITIONAL SKILLS INVOLVED:

Filling up
One-to-one correspondence
Eye-hand coordination
Placing on
Numbers

SKILL: Sequencing* Job 13-21

TASK: Placing lenses in sequencing tray

MATERIALS: Plastic lenses
Sorting tray with 50 spaces
Cans (designated number 1-5) or
plastic boxes

PROCEDURE: 1. Place lenses in sequence in
tray
2. When filled, remove and place
all lenses in can
3. Work until all cans are filled
up

ADDITIONAL SKILLS INVOLVED:

One-to-one correspondence
Putting into

SORTING TASKS

SKILL: Sorting* Job 14-1

TASK: **Tearing computer paper**

MATERIALS: Perforated computer paper in double sheets
2 boxes large enough to hold paper

PROCEDURE:

1. Tear apart computer paper yielding 2 pages
2. Put into 2 boxes
3. Continue tearing and sorting until completed

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting into
Matching

SKILL: **Sorting*** **Job 14-2**

TASK: **Tearing papers**

MATERIALS: **"Mat-Air" separating forms (20)**
 Boxes

PROCEDURES: 1. Take one form from stack
 2. Rip copies apart
 3. Place white copy in one box,
 pink copy in second box
 4. Repeat until stack is
 completed

ADDITIONAL SKILLS INVOLVED:

 Using two hands together
 Putting into
 Discrimination

Job 14-3

MATERIALS: 15 tiny toys
15 wood squares
2 boxes

PROCEDURE: 1. Sort toys into one box and wood squares into second box

2. Continue sorting until task completed

ADDITIONAL SKILLS INVOLVED:

Discrimination Putting into Matching

SKILL: Sorting* Job 14-4

TASK: Sorting circular from irregular
wood pieces

MATERIALS: 15 circular wood shapes
 15 irregular wood shapes
 2 boxes

PROCEDURE: 1. Put one of each shape in
 empty boxes
 2. Continue sorting into appro-
 priate boxes until all are
 sorted

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Putting into

SKILL: Sorting* Job 14-5

TASK: Sorting round from square wood pieces

MATERIALS: 15 round wood pieces
15 square wood pieces
2 boxes

PROCEDURE: 1. Choose one round and one square piece from assortment and put one in each empty box

2. Sort pieces until task completed

ADDITIONAL SKILLS INVOLVED:

**Discrimination
Matching
Putting into**



SKILL: Sorting Job 14-6

TASK: Sorting color from group

MATERIALS: 1" colored cubes
 2 boxes

PROCEDURE: 1. Place all cubes in one box
 2. Choose green cube and put
 in empty box
 3. Continue choosing green cubes
 until all are sorted
 into "green" box

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Matching

COMMENT: Any color can be chosen to sort;
 colored poker chips, Playskool
 colored chips, pick-up sticks, construction paper or wooden pegs can be substituted for cubes.

SKILL: Sorting* Job 14-7

TASK: Sorting corrugated from regular
cardboard pieces

MATERIALS: 15 pieces corrugated cardboard, 3" X 3"
 15 pieces regular cardboard, 3" X 3"
 2 boxes

PROCEDURE: 1. Select one of each item and place
 in each empty box
 2. Sort until all items are sorted

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Putting into



SKILL: Sorting Job 14-8

TASK: Sorting color from choice of
two

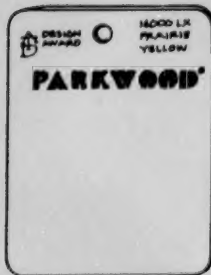
MATERIALS: 2 colors only of 1" colored cubes
2 boxes

PROCEDURE: 1. Place all cubes in one box
2. Choose one cube and put in
empty box
3. Continue choosing same color
cubes until all are sorted

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Matching

COMMENT: Any color can be chosen to sort;
colored poker chips, Playskool colored
chips, pick-up stix, construction
paper or wooden pegs can be
substituted for cubes.



- SKILL:** **Sorting*** **Job 14-9**
- TASK:** **Sort rough from smooth objects (2)**
- MATERIALS:** Sandpaper, 3" X 3", 15 pieces } Pieces must
 Tile, 3" X 3", 15 pieces } be same size
 2 boxes
- PROCEDURE:** 1. Select sandpaper and place in
 one box, place tile in other
 box
 2. Continue sorting until completed
- ADDITIONAL SKILLS INVOLVED:**
- Discrimination
 Matching
 Putting into

SKILL:

Sorting*

Job 14-11

TASK:

Sorting large from small plastic lids

MATERIALS:

2 sizes plastic lids
2 boxes

PROCEDURE:

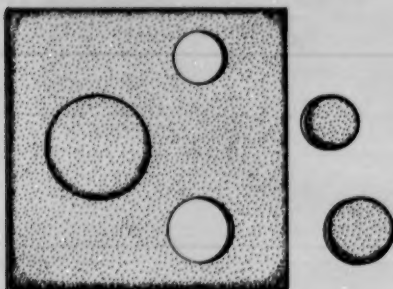
1. Place one of each size of lid in each empty box
2. Continue sorting lids until all are sorted correctly

ADDITIONAL

Discrimination

Putting into

Matching



SKILL: **Sorting*** **Job 14-12**

TASK: **Sorting circles**

MATERIALS: **Large piece of cardboard having
 three sections (divided by magic
 marker lines)
Cardboard circles
Styrofoam circles
Felt circles**

PROCEDURE: **1. Place one circle of each type
 in each section
 2. Continue sorting circles until
 task is completed**

ADDITIONAL SKILLS INVOLVED:

**Discrimination
Matching**

SKILL: **Sorting*** **Job 14-13**

TASK: **Sorting uneven from even-textured
items (2)**

MATERIALS: **15 pieces rubber
 15 pieces foam rubber
 2 boxes**

PROCEDURE: **1. Select one of each item and place
 in separate empty boxes
 2. Continue sorting until task
 completed**

ADDITIONAL SKILLS INVOLVED:

**Discrimination
Matching
Putting into**

SKILL: **Sorting*** **Job 14-14**

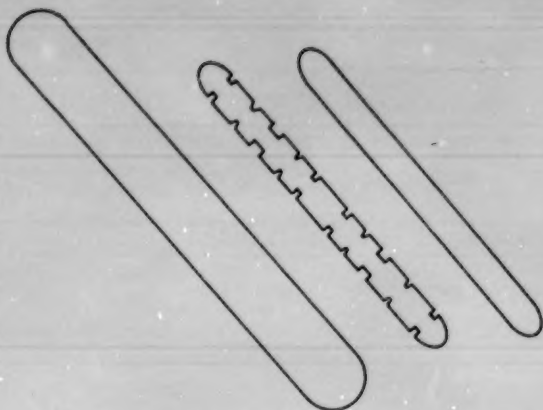
TASK: **Sorting large from small rubber bands**

MATERIALS: **Two sizes rubber bands**
 Two boxes

PROCEDURE: 1. Put large rubber band in one box, put small rubber band in second box
 2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

 Discrimination
 Putting into
 Matching



SKILL: **Sorting*** **Job 14-15**

TASK: **Sorting wood sticks by width**

MATERIALS: **Tongue depressors**
 Popsicle sticks
 Coffee stirrers
 Three boxes

PROCEDURE: 1. **Put tongue depressor in one box,**
 put popsicle stick in second box,
 put coffee stirrer in third box
 2. **Continue to sort 3 widths until**
 completed

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Matching

SKILL: **Sorting*** **Job 14-16**

TASK: **Sorting thick from thin rubber bands**

MATERIALS: **2 thicknesses or rubber bands**
 2 boxes

PROCEDURE: 1. **Put thick rubber band in one box, thin rubber band in other box**
 2. **Continue sorting until task is completed**

ADDITIONAL SKILLS INVOLVED:

Discrimination
 Matching
 Putting into

SKILL: **Sorting** **Job 14-17**

TASK: **Sorting two colors from group**

MATERIALS: **Wooden pegs - assorted colors**
 2 boxes

PROCEDURE: 1. **Put all wooden pegs in one box**
 2. **Choose one red and one green peg**
 from group and put in empty box
 3. **Continue sorting red and green**
 pegs until all are together in
 same box

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Matching

COMMENT: **Any two colors can be chosen to**
 sort; colored poker chips, Playskool
 colored chips, pick-up stix, con-
 struction paper squares or 1" cubes
 can be substituted for pegs.

SKILL: **Sorting*** **Job 14-18**

TASK: **Sorting Tinker Toys**

MATERIALS: **Set of Tinker Toys**
 4 or 5 boxes or trays

PROCEDURE: 1. **Choose one of each different**
 kind of Tinker Toy part and
 place one per box or tray
 2. **Continue sorting (by length,**
 color or shape) until complete

ADDITIONAL SKILLS INVOLVED;

Discrimination
Putting into
Matching

SKILL: Sorting Job 14-19

TASK: Sorting fabric pieces

MATERIALS: 4" square fabric pieces, 8 of each
 pattern
 Several boxes (same number as patterns
 of fabric)

PROCEDURE: 1. Place one square of each pattern
 into each empty box
 2. Continue selecting fabric until
 all pieces are sorted into box

ADDITIONAL SKILLS INVOLVED:

 Discrimination
 Putting into
 Matching

SKILL: Sorting Job 14-21

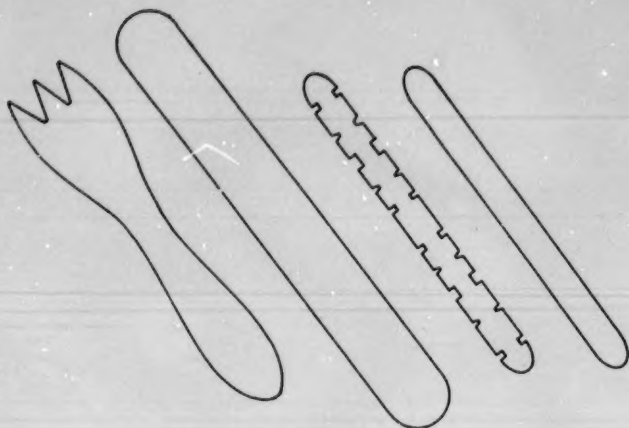
TASK: Sorting plastic cards into color groups

MATERIALS: Many sets of colored plastic cards,
 4 colors per set
 Plastic bags
 Box

PROCEDURE: 1. Find all four of same-colored cards
 2. Take 1 plastic bag
 3. Put set into bag
 4. Put bag into box
 5. Work until all cards are packaged

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Putting into
Discrimination



SKILL: **Sorting*** **Job 14-22**

TASK: **Sorting wooden objects**

MATERIALS: **5 cans**
 Tongue depressors, coffee stirrers,
 wooden forks, grooved popsicle
 sticks, regular popsicle sticks

PROCEDURE: **1. Put one of each object in each**
 can
 2. Continue to sort wooden objects
 until task completed

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Matching

SKILL: **Sorting***

TASK: Sorting large from small nails

PROCEDURE: 1. Take large nail from assortment and put in one box, small nail is put in second box

2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

Discrimination (size)
Putting into
Matching

SKILL: Sorting*

Job 14-24

TASK: Taking pens apart

MATERIALS: Ballpoint pens
Four boxes or containers

PROCEDURE: 1. Unscrew pens and separate pieces
 2. Put each piece into a different
 box or container
 3. Repeat until task is completed

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Grasping/releasing
Turning/twisting/screwing

SKILL: Sorting* Job 14-25

TASK: Sorting plastic syringes

MATERIALS: Plastic syringes with 4 pieces
Sorting tray with divider -
4 sections

PROCEDURE: 1. Take 1 syringe apart
2. Put syringe case into section 1
3. Put cover into section 2
4. Put tip into section 3
5. Put paper clips into section 4
6. Work until all are sorted

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Discrimination
Turning/twisting/screwing
Pulling/pushing
Putting into



SKILL: **Sorting*** **Job 14-26**

TASK: **Sorting/filling bags**

MATERIALS: Drawstring bags
 Tiles
 Metal rings
 Sorting tray, 3 sections
 Box

PROCEDURE: 1. Put designated number of tiles
 in each section
 2. Put 1 ring in each section
 3. Take set from each section and
 bag
 4. Put in box
 5. Work until all pieces are sorted
 and bagged

ADDITIONAL SKILLS INVOLVED:

1:1 Correspondence
Numbers 1 - 5
Assembly
Putting into
Collating
Discrimination
Using two hands together

SKILL: Sorting* Job 14-27

Sorting*

Job 14-27

TASK: Sorting 5 each of 12 small
 objects

Sorting 5 each of 12 small
objects

MATERIALS: Egg carton
5 each of pebbles, safety pins,
paper clips, pennies, dimes,
washers, screws, nails, tiny
pieces of white paper, tiny
pieces of lined paper, tiny
pieces of fabric, small rubber
bands

Egg carton

5 each of pebbles, safety pins, paper clips, pennies, dimes, washers, screws, nails, tiny pieces of white paper, tiny pieces of lined paper, tiny pieces of fabric, small rubber bands

PROCEDURE:

1. Place each different object in each compartment of egg carton
2. Sort all objects into compartments matching like objects until task is completed

1. Place each different object in each compartment of egg carton
2. Sort all objects into compartments matching like objects until task is completed

ADDITIONAL SKILLS INVOLVED:

Discrimination Putting into Matching

SKILL: **Sorting*** **Job 14-28**

TASK: **Tearing tissue paper**

MATERIALS: Various colors of tissue paper cut
 into 8" squares
 Shoe boxes (one for each color of
 paper)

PROCEDURE: 1. Choose square of tissue paper
 2. Tear into at least 4 pieces
 3. Put into shoe box
 4. Tear a different color of
 tissue paper
 5. Put into different shoe box
 6. Continue tearing and sorting
 until completed

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Color discrimination
Putting into
Numbers 1 - 5

SKILL: **Sorting** **Job 14-29**

TASK: **Sorting multiple colors**

MATERIALS: **Colored construction paper cut
 into 3" X 5" size
 Several boxes (same number as
 colors of paper)**

PROCEDURE: 1. **Place one of each color in
 each box**
 2. **Continue sorting until task is
 completed**

ADDITIONAL SKILLS INVOLVED:

**Discrimination
Putting into
Matching**

SKILL: Sorting* Job 14-30

Sorting*

Job 14-30

TASK: **Sorting sizes of white buttons**

Sorting sizes of white buttons

MATERIALS: Three sizes of white buttons
Three boxes

Three sizes of white buttons

Three boxes

PROCEDURE:

1. Sort large size buttons into one box, medium-size buttons into second box, and small buttons into third box
2. Continue sorting until task is completed

1. Sort large size buttons into one box, medium-size buttons into second box, and small buttons into third box
2. Continue sorting until task is completed

ADDITIONAL SKILLS INVOLVED:

Discrimination (size)
Putting into
Matching

Putting into

Matching

SKILL: Sorting* Job 14-31

TASK: Sorting sizes of dowels

MATERIALS: 3 sizes of dowels
 3 boxes

PROCEDURE: 1. Put one of each size of dowel
 in each empty box
 2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

 Discrimination
 Putting into
 Matching

SKILL: Sorting* Job 14-32

TASK: Sorting rough from smooth objects (5)

MATERIALS: 5 pieces 3" X 3" sandpaper
5 pieces 3" X 3" tile
5 pieces 3" X 3" plexiglas
5 pieces 3" X 3" screening
5 pieces 3" X 3" plastic mesh
2 trays

PROCEDURE: 1. Trainer puts one each of tile and plexiglas in one box and one each of sandpaper, screening and plasti mesh in other box

2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Putting into

SKILL: Sorting* Job 14-33

TASK: Sorting uneven from even-textured items (9)

MATERIALS: 5 pieces shag carpet
 5 pieces lo-pile carpet
 5 pieces cotton fabric
 5 pieces crushed cotton
 5 pieces corduroy
 5 pieces rubber
 5 pieces foam rubber
 5 pieces rough sand paper
 5 pieces construction paper

PROCEDURE: 1. Put uneven textured items (one of each -- shag, crushed cotton, corduroy, foam rubber and sand-paper) into one box and even textured items (one of each -- lo-pile carpet, cotton, rubber, paper) in other box
 2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Putting into

Job 14-34

MATERIALS: Two thicknesses nails (same length,
same size heads)
Two boxes

PROCEDURE: 1. Choose one thick and one thin nail from assortment and place each in separate box

2. Continue sorting nails until task is completed

ADDITIONAL SKILLS INVOLVED:

Discrimination
Matching
Putting into

SKILL: Sorting* Job 14-35

TASK: Sorting various grades of
 sandpaper (3)

MATERIALS: 10 pieces, each measuring 3" X 3",
 of each of 3 grades of sandpaper
 3 boxes

PROCEDURE: 1. Select one of each grade of
 sandpaper and place in each
 empty box
 2. Continue to sort until completed

ADDITIONAL SKILLS INVOLVED:

 Discrimination
 Matching
 Putting into

Job 14-36

MATERIALS: 10 each of pennies, nickels, dimes
and quarters
4 boxes or trays

PROCEDURE: 1. Put one of each coin in each box or tray

2. Continue sorting until completed

ADDITIONAL SKILLS INVOLVED:

Discrimination Putting into Matching

SKILL: Sorting Job 14-37

TASK: Sorting various colored tiles and
 placing into large sorting tray

MATERIALS: 4 each of various colored tiles
 Large sorting tray
 Elastics (optional)
 Box

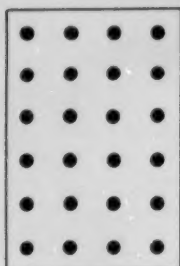
PROCEDURE: 1. Take one tile and put into
 space on tray
 2. Put each additional piece in
 space by matching colors
 3. Work until all tiles are sorted
 by color
 4. If desired, put each set together
 with an elastic
 5. Place in large box

ADDITIONAL SKILLS INVOLVED:

Discrimination
Using fasteners
Putting into



SQUEEZING TASKS



SKILL: Squeezing* Job 15-1

TASK: Stretch elastics on nail boards

MATERIALS: Elastics - 30
Nail boards - 25

PROCEDURE: 1. Put one end of elastic on one nail
2. Stretch elastic over several nails
3. Release elastic once attached to nail
4. Work until all elastics are on nail board

ADDITIONAL SKILLS INVOLVED:

Grasp/release
Using two hands together
Pulling/pushing

KILL: Squeezing* Job 15-2

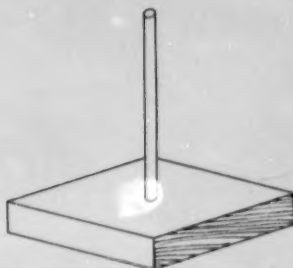
ASK: Squeezing glue on paper

MATERIALS: Bottle of glue
Large paper
Small irregular pieces of paper

PROCEDURES: 1. Pick up bottle of glue and
large paper
2. Squeeze glue drop onto large
paper
3. Pick up small piece of paper
4. Put small piece on glue drop
5. Work until small pieces are
used up

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting on
1:1 Correspondence



SKILL: Squeezing* Job 15-3

TASK: Punch holes in construction paper squares

MATERIALS: Construction paper squares - 3 colors
with marked dots
Paper punch
Metal rings (open)
Spindle

PROCEDURE: 1. Pick up one paper square - 1st color
2. Punch on dot
3. Pick up square - 2nd color
4. Punch on dot
5. Pick up square - 3rd color
6. Punch on dot
7. Put all 3 colors on metal ring
8. Close ring
9. Put ring on spindle

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination
Putting on
Stringing
Using two hands together
Assembly
Collating
Grasp/release
Discrimination

COMMENT: Marked dots should be raised using glue or a small piece of fabric

STAPLING TASKS



SKILL: Stapling Job 16-1

TASK: Stapling papers together

MATERIALS: Folded paper
 Stapler

PROCEDURE: 1. Get X number of folded papers
 2. Line up edges
 3. Staple three times on folded
 edge

ADDITIONAL SKILLS INVOLVED:

 Eye/hand coordination
 Using two hands together
 Assembly

COMMENT: Lines may be drawn to indicate margin

SKILL: Stapling Job 16-2

TASK: Stapling papers in corner

MATERIALS: Stapler
Paper

PROCEDURE:

1. Get two pieces of paper
2. Make edges even
3. Staple at corner
4. Stack papers
5. Work until all papers are stapled

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination
Using two hands together
Collating

SKILL: Stapling Job 16-4

TASK: Tearing, folding and stapling papers

MATERIALS: Computer run-off papers
Stapler
Box

PROCEDURE:

1. Tear perforated papers
2. Fold in half
3. Staple once in center
4. Put forward into box

ADDITIONAL SKILLS INVOLVED:

Putting into
Folding
Using two hands together
Grasping/releasing

SKILL: Stapling Job 16-5

TASK: Removing staples from cardboard

MATERIALS: Staple remover
Corrugated cardboard pieces which
have staples in them

PROCEDURE:

1. Pick up one piece of cardboard
2. Remove all staples
3. Work until all staples are removed

ADDITIONAL SKILLS INVOLVED:

Eye/hand coordination
Using two hands together

TURNING/TWISTING/SCREWING TASKS

SKILL: Turning/twisting/screwing* Job 17-1

TASK: Unscrewing and sorting nuts and bolts

MATERIALS: Nuts and bolts (which are screwed
together)
Two boxes

PROCEDURE: 1. Unscrew nuts and bolts
2. Sort nuts in one box, bolts in
other box
3. Continue unscrewing and sorting
until task is completed

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting into
Eye/hand coordination
Matching
Sorting

SKILL: Turning, Twisting, Job 17-2
Screwing*

TASK: Assembling 2 piece item

MATERIALS: Metal piece with space for screw
Screws
Box

PROCEDURE: 1. Take one metal piece
2. Take one screw and put together
3. Screw until very tight
4. Place item into box
5. Work until all items are
assembled

ADDITIONAL SKILLS INVOLVED:

Assembling
Eye-hand coordination
Using two hands together

TYING TASKS

SKILL: Tying Job 18-1

TASK: Tying set of silverware

MATERIALS: Knives (10))
Forks (10)) All in same box
Spoons (10))
Pre-cut string
Box

PROCEDURE: 1. Take 1 each - knife, fork, spoon
2. Put together on tray
3. Put string under set
4. Tie in single or double knot
5. Put into box
6. Work until all silver is tied

ADDITIONAL SKILLS INVOLVED:

Discrimination
Putting into
Using two hands together
Assembly
Sorting

SKILL: Tying Job 18-2

TASK: Tying twine around small box

MATERIALS: Shoe box or smaller
Twine in pre-cut lengths (8 - 10 pieces)

PROCEDURE:

1. Take 1 length of twine
2. Wrap around box
3. Tie knot
4. Do at least 8 boxes

ADDITIONAL SKILLS INVOLVED:

Using two hands together

COMMENT: If child cuts, then twine can be cut by child each time.

SKILL: Tying* Job 18-3

TASK: Lacing 2 pieces of cardboard together

MATERIALS: 4 pieces of cardboard with holes
punched on 3 sides
Yarn
Plastic needle

PROCEDURE: 1. Tie cardboard pieces together
2. Thread needle
3. "Sew" in and out of holes
4. Complete all 3 sides
5. Tie at end
6. Begin second set
7. Work until finished

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Eye/hand coordination

SKILL: Tying* Job 18-4

TASK: Filling up wires with small plastic tubing pieces

MATERIALS: 12" wire twists
Box of 1" long plastic tubing
Box

PROCEDURE:

1. Take one wire
2. Fill up with tubing
3. Tie or twist
4. Place in box
5. Work until all wires are filled

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Eye-hand coordination
Twisting

USE OF FASTENERS TASKS

SKILL: Use of fasteners* Job 19-1

TASK: Sealing by taping over the opening

MATERIALS: Pieces of paper folded into thirds
Tape in dispenser
Large envelope

PROCEDURE: 1. Pull tape from dispenser about
1" - 2"
2. Put tape over the opening of the
paper
3. Press down
4. Put into large envelope
5. Work until all papers are taped

ADDITIONAL SKILLS INVOLVED:

Folding
Using two hands together

SKILL: Use of fasteners* Job 19-2

TASK: Wrapping yarn around roll and
taping

MATERIALS: Yarn - cut in lengths
Cardboard rolls
Tape
Scissors
Box

PROCEDURE: 1. Cut small piece tape
2. Tape yarn to roll
3. Wrap around until end of yarn
4. Cut piece of tape and tape on
yarn
5. Put in box
6. Work until all rolls are wrapped

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Putting into
Grasping/releasing

SKILL: Use of fasteners Job 19-3

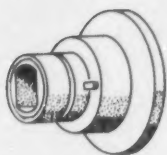
TASK: Roll fabric around tube and secure

MATERIALS: Toilet paper rolls
Paper cut to size to cover it
Elastics
Box

PROCEDURE: 1. Pick up 1 roll and 1 paper
2. Roll paper around tube
3. Put 2 elastics on tube
4. Put into box
5. Work until all tubes are complete

ADDITIONAL SKILLS INVOLVED:

Grasping/releasing
Putting into
Using two hands together
Assembly



SKILL: Use of fasteners* Job 19-4

TASK: Closing zip lock bags

MATERIALS: Zip lock plastic bags
Blue knobs
Shoe box
Cheat sheet

PROCEDURE:

1. Take 1 - 3 blue knobs
2. Open bag
3. Put in bag
4. Close bag by running finger across top
5. Put in shoe box
6. Work until all bags are closed

ADDITIONAL SKILLS INVOLVED:

Opening containers
Using two hands together
Putting into
Numbers 1 - 5

SKILL: Use of fasteners* Job 19-5

TASK: Sealing envelopes having metal clasps

MATERIALS: Envelopes with metal clasps - clasps together
Large box

PROCEDURE: 1. Take one envelope
2. Put flap of envelope down over clasps
3. Grasp clasps, push out and down
4. Press so that clasps are flat against envelope
5. Work until all envelopes are sealed

ADDITIONAL SKILLS INVOLVED:

Using two hands together

SKILL: Use of fasteners* Job 19-6

TASK: Sealing gummed envelopes

MATERIALS: 10 - 15 gummed envelopes
Box

PROCEDURE: 1. Take one envelope
2. Moisten gummed flap with tongue
3. Press flap down
4. Put into box
5. Work until all envelopes are sealed

ADDITIONAL SKILLS INVOLVED:

Using two hands together



SKILL: Use of fasteners*

Job 19-7

TASK: Fastening plastic bags with elastics

MATERIALS: Egg carton
Box of orange cubes
Plastic bags
Elastics
Shoe box

PROCEDURE: 1. Put one orange cube in each section of egg carton
2. Dump onto tray
3. Pick up cubes and put into bags
4. Secure bag with elastic
5. Put into box
6. Work until all bags are filled and secured

ADDITIONAL SKILLS INVOLVED:

Discrimination
Grasping/releasing
Putting into
Using two hands together
Assembly
1:1 Correspondence

SKILL: Use of fasteners* Job 19-8

TASK: Inserting objects into plastic bags and twisting shut

MATERIALS: Plastic bags
Twist ties
Small objects
Box

PROCEDURE: 1. Take one bag and fill with variety of objects
2. Take one twist tie
3. Gather/twist bag
4. Twist bag shut with tie
5. Put in box
6. Work until all bags are filled

ADDITIONAL SKILLS INVOLVED:

Assembly
Using two hands together
Putting into
Turning/twisting/screwing

SKILL: Use of fasteners* Job 19-9

TASK: Use of common pins to fasten cloth pieces together

MATERIALS: Pieces of cloth 4" X 4"
Common pins
Box
Number cards

PROCEDURE: 1. Take designated number of pins
2. Pin to cloth piece
3. Put into box
4. Work until cloth is used up

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Putting on
Assembly
Number 1 - 5
1:1 Correspondence

COMMENT: Student may use number cards to follow direction. Put 1 - 5 pins on each piece of cloth.

KILL: Use of fasteners Job 19-10

ASK: Using safety pins to fasten cloth pieces together

MATERIALS: Cloth pieces 4" square
Safety pins - medium or large
Box
Cards with numbers

PROCEDURE: 1. Take designated number of pins
2. Open pin
3. Pin to piece of cloth
4. Put into box
5. Work until cloth is used up

ADDITIONAL SKILLS INVOLVED:

Using two hands together
Grasping/releasing
Putting on
Assembly
Numbers 1 - 5
1:1 Correspondence

COMMENT: Number cards 1 - 5 could be clipped to material. Student must pin designated number to each piece.

APPENDICES

SAMPLE CHECKLIST

ne:

School year:

RTING PRACTICE

COLOR

Description of activity	trial	COLOR				Date of Mastery
		#1	#2	#3	#4	
Single color from group						
Two colors from group						
Matching colored pegs to color-coded pegboard						
Sorting multiple colors by filing						
Sorting multiple colored fabric pieces						
Sorting buttons by color and design						
Gradating light shades of color						
Gradating dark shades of color						

SIZE

Description of activity	trial	SIZE				Date of Mastery
		#1	#2	#3	#4	
Large and small rubber bands						
Large and small washers						
Large and small plastic lids						
Large and small nails						
Three sizes of dowels						
Several sizes of nuts and bolts						
Several sizes of jars and lids						
Several sizes of white buttons						
Tongue depressors, popsicle sticks, coffee stirrers						

SAMPLE CHECKLIST

Name :

WORKROOM CHECKLIST

[illegible]

TASKS APPROPRIATE FOR BLIND STUDENTS

These tasks are listed in numerical order, not in order of complexity. They correspond to jobs marked with an asterisk (*).

<u>Skill</u>	<u>Job Numbers</u>
Assembly	1-1
	1-2
	1-3
	1-4
	1-5
	1-6
	1-7
	1-8
	1-10
	1-11
	1-13
	1-14
	1-15
	1-16
	1-17
	1-19
	1-21
Assembly Line	2-2
	2-3
	2-4
Collating	3-1
	3-2
Discrimination	4-1
	4-2
	4-3
	4-4
	4-5
	4-8
Picking up	5-1
	5-2
	5-3
	5-4

<u>Skill</u>	<u>Job Numbers</u>
Filling up (Continued)	5-5
	5-6
	5-7
	5-8
Inserting	7-1
	7-2
	7-3
Numbers	10-2
	10-4
	10-5
	10-7
	10-8
	10-9
Sequencing	13-1
	13-2
	13-3
	13-4
	13-5
	13-7
	13-9
	13-10
	13-11
	13-12
	13-13
	13-14
	13-15
	13-18
	13-19
Sorting	13-20
	13-21
	14-1
	14-2
	14-3
	14-4
	14-5
	14-7
	14-9
	14-10
	14-11
197	14-12
	14-13
	14-14
	14-15

Skill
Sorting (Continued)

Job Numbers

14-16

14-18

14-20

14-22

14-23

14-24

14-25

14-26

14-27

14-28

14-30

14-31

14-32

14-33

14-34

14-35

14-36

Squeezing

15-1

15-2

15-3

Turning/twisting/screwing

17-1

17-2

Tying

18-3

18-4

Use of fasteners

19-1

19-2

19-4

19-5

19-6

19-7

19-8

19-9

CROSS-REFERENCE OF ADDITIONAL SKILLS

Skills that are subordinate to but included in doing major tasks are listed in this cross index. If you wish to emphasize a certain skill, select appropriate jobs from the desired heading below.

ASSEMBLY

Job	2-2	Job	10-5
	2-3		10-6
	2-4		10-7
	2-6		10-8
	3-1		10-9
	3-2		10-10
	3-3		10-11
	3-5		11-1
	4-1		13-11
	4-2		13-12
	4-4		13-15
	4-6		13-16
	4-7		13-17
	5-1		13-19
	5-2		14-21
	5-4		14-26
	5-5		15-3
	5-6		16-1
	6-1		17-2
	6-4		18-1
	6-5		19-1
	8-3		19-3
	8-4		19-7
	8-6		19-8
	10-3		19-9
			19-10

ASSEMBLY LINE

Job	1-9
	4-3
	4-5
	5-5
	7-2
	7-3
	10-6

CARRYING

Job	13-7
	13-8
	13-15

COLLATING

Job	4-6
	10-2
	10-14
	10-15

Job	13-17
	14-26
	15-3
	16-2

CUTTING

Job	9-1
	9-2
	10-3

DISCRIMINATION

Job	1-5	Job	14-7
	1-6		14-8
	1-8		14-9
	1-10		14-10
	1-11		14-11
	1-14		14-13
	1-15		14-14
	1-16		14-15
	1-18		14-16
	1-19		14-17
	1-20		14-18
	2-3		14-19
	2-4		14-20
	2-5		14-21
	2-6		14-22
	3-1		14-23 (size)
	3-4		14-25
	8-1		14-26
	8-2		14-27
	8-3		14-28 (color)
	8-4		14-29
	8-5		14-30 (size)
	8-6		14-31
	10-2		14-32
	10-7		14-33
	10-8		14-34
	10-9		14-35
	13-5		14-36
	13-7		14-37
	13-8		15-3
	13-10		18-1
	13-14		19-7
	13-17		
	13-18		
	14-2		
	14-3		
	14-4		
	14-5		
	14-6		

EYE-HAND COORDINATION

Job	1-1	Job	9-2
	1-3		10-2
	1-4		10-3
	1-9		10-5
	1-10		10-6
	1-12		10-9
	1-15		12-1
	1-16		12-2
	1-18		13-2
	1-20		13-3
	2-2		13-4
	2-5		13-9
	2-6		13-13
	3-3		13-16
	3-4		13-17
	3-5		13-20
	4-7		15-3
	4-8		16-1
	5-3		16-2
	5-7		16-5
	7-1		17-1
	7-2		17-2
	8-1		18-3
	8-6		18-4

FASTENERS

Job	2-4	Job	10-7
	2-5		10-9
	2-6		10-10
	4-6		10-11
	4-7		10-15
	8-3		13-10
	8-4		13-11
	10-6		13-12
			14-37

FIILLING UP

Job 1-13
1-14
8-1

Job 10-12
13-2
13-20

FOLDING

Job 7-2
16-4
19-1

GRASPING/RELEASING

Job 1-1
1-7
5-2
5-6
10-2
10-6
13-11
14-24
15-1
15-3
16-4
19-2
19-3
19-7
19-10

HANGING

Job 2-6
4-7
5-7
10-2
10-6
13-9
13-10
13-17

INSERTING

No entries

MATCHING

Job		Job	
1-1		14-12	
1-6		14-13	
2-3		14-14	
2-5		14-15	
4-2		14-16	
4-8		14-17	
7-1		14-18	
7-3		14-19	
10-6		14-20	
10-8		14-22	
10-11		14-23	
14-1		14-27	
14-3		14-29	
14-4		14-30	
14-5		14-31	
14-6		14-32	
14-7		14-33	
14-8		14-34	
14-9		14-35	
14-10		14-36	
14-11		17-1	

MEASURING

No entries

NUMBERS

1-10	Job	13-16 (Nos. 1-5)
1-14		13-20
2-1		14-26 (Nos. 1-5)
4-7		14-28 (Nos. 1-5)
5-8		19-4 (Nos. 1-5)
11-1 (Nos. 1-10)		19-9 (Nos. 1-5)
11-2 (Nos. 1-10)		19-10 (Nos. 1-5)
13-13 (Nos. 1-5, 1-10)		

OFFICE SUPPLIES

13-18

ONE TO ONE CORRESPONDENCE

1-8	Job	13-5
1-10		13-6
1-17		13-7
1-20		13-8
1-21		13-9
4-1		13-10
7-2		13-11
8-1		13-14
8-2		13-15
8-4		13-16
8-5		13-17
10-1		13-18
10-3		13-20
10-4		13-21
10-5		14-26
10-6		15-2
10-13		19-7
13-2		19-9
13-3		19-10
13-4		

OPENING CONTAINERS

Job 3-6
 10-12
 10-13
 19-4

PRESSING

Job 2-1

PULLING/PUSHING

Job 4-8
 5-7
 10-8
 14-25
 15-1

PUTTING INTO

1-1	Job	6-5	Job	14-4
1-2		7-2		14-5
1-3		7-3		14-6
1-4		8-1		14-7
1-5		8-2		14-8
1-6		8-3		14-9
1-7		8-4		14-10
1-8		8-5		14-11
1-9		8-6		14-13
1-10		9-1		14-14
1-11		9-2		14-15
1-12		10-1		14-16
1-13		10-3		14-17
1-14		10-4		14-18
1-17		10-5		14-19
1-18		10-7		14-20
1-19		10-8		14-22
1-20		10-9		14-23
1-21		10-10		14-25
2-2		10-11		14-26
2-4		10-12		14-27
3-1		10-13		14-28
3-3		10-14		14-29
3-4		11-1		14-30
3-5		12-2		14-31
4-2		13-1		14-32
4-3		13-2		14-33
4-4		13-3		14-34
4-5		13-4		14-35
4-6		13-7		14-36
5-1		13-8		14-37
5-2		13-11		16-4
5-4		13-12		17-1
5-5		13-14		18-1
5-6		13-15		19-2
5-7		13-21		19-3
5-8		14-1		19-4
6-1		14-2		19-7
				19-8

A-15

PUTTING ON/PLACING ON

Job	1-2
	2-2
	4-2
	4-8
	5-2
	5-3
	5-6
	10-4
	10-6
	10-7
	10-9
	11-1
	13-6
	13-9
	13-12
	13-14
	13-16
	13-18
	15-2
	15-3
	19-9
	19-10

SEQUENCING

Job	1-6	Job	5-4
	1-9		5-5
	1-10		8-1
	1-17		8-6
	1-18		10-4
	1-20		10-12
	1-21		10-13
	2-2		10-14
	4-4		10-15

SORTING

Job 3-4
 4-8
 13-8
 17-1
 18-1

SQUEEZING

No entries

STAPLING

No entries

STRINGING

Job 4-7
 10-2
 10-7
 10-16
 13-17
 15-3

A-17

TURNING/TWISTING/SCREWING

Job	
	1-4
	1-6
	1-7
	1-8
	1-9
	1-15
	1-16
	1-18
	2-2
	2-3
	4-2
	5-4
	5-5
	5-6
	8-6
	10-5
	10-8
	14-24
	14-25
	18-4
	19-8

TYING

Job	
	4-7
	13-16
	13-17
	13-19

A-18

USING TWO HANDS TOGETHER

Job	1-1	Job	5-6	Job	13-12
	1-2		5-7		13-13
	1-3		5-8		13-14
	1-4		6-1		13-15
	1-5		6-3		13-16
	1-6		6-4		13-17
	1-7		6-5		13-18
	1-8		7-1		13-19
	1-9		7-2		14-1
	1-10		7-3		14-2
	1-11		8-2		14-21
	1-12		8-3		14-24
	1-13		8-4		14-25
	1-15		8-5		14-26
	1-16		8-6		14-28
	1-18		9-1		15-1
	1-21		9-2		15-2
	2-2		10-1		15-3
	2-3		10-2		16-1
	2-4		10-3		16-2
	2-6		10-5		16-3
	3-1		10-6		16-4
	3-3		10-7		16-5
	3-4		10-8		17-1
	3-5		10-9		17-2
	4-1		10-10		18-1
	4-2		10-11		18-3
	4-3		10-12		18-4
	4-4		10-13		19-1
	4-5		10-15		19-2
	4-6		11-1		19-3
	4-7		12-1		19-4
	4-8		13-3		19-5
	5-1		13-4		19-6
	5-2		13-5		19-7
	5-3		13-6		19-8
	5-4		13-9		19-9
	5-5		13-11		19-10

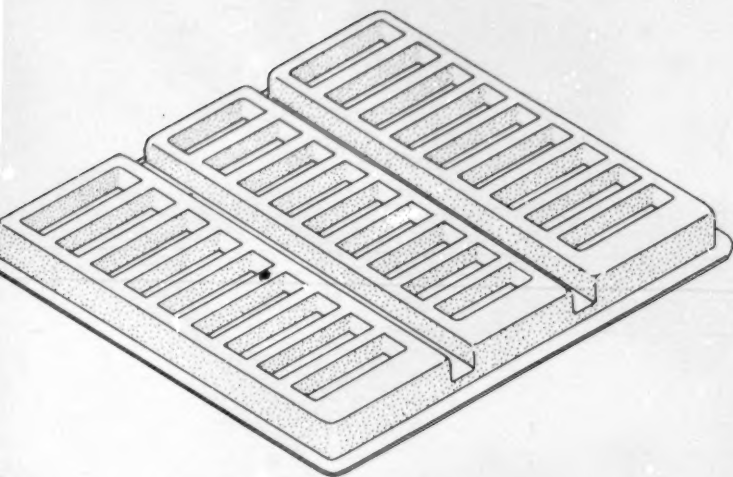
A-19

GENERAL USE EQUIPMENT

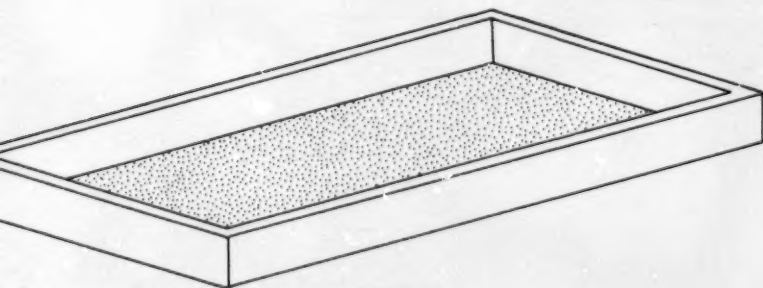
A-25

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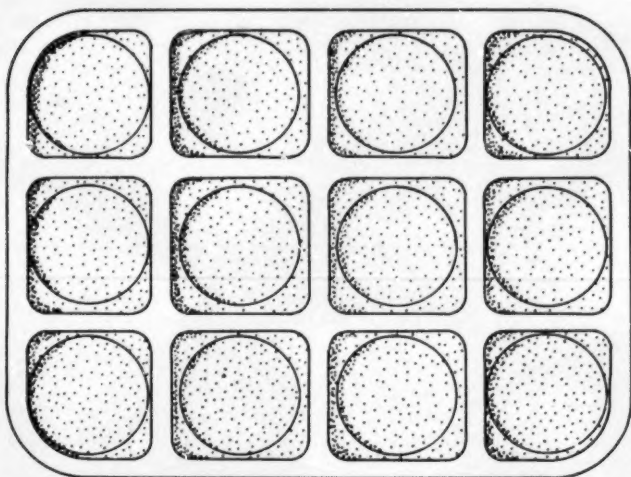




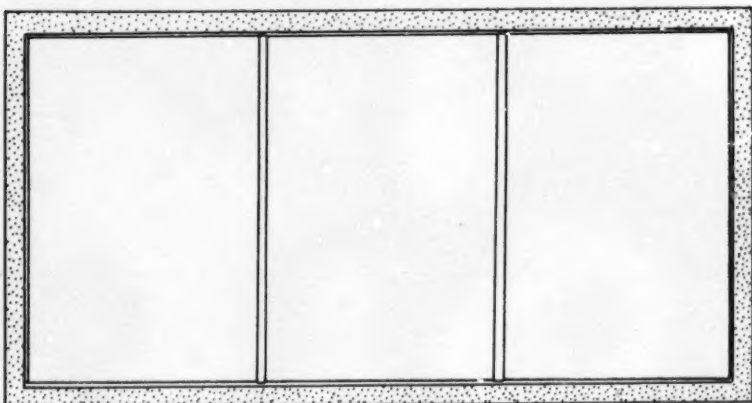
Typical Sorting Tray



General Use Sorting Tray
(Available from APH)

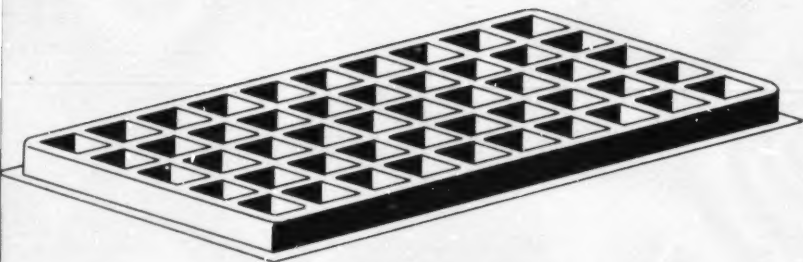


Muffin Pan Sorting Tray

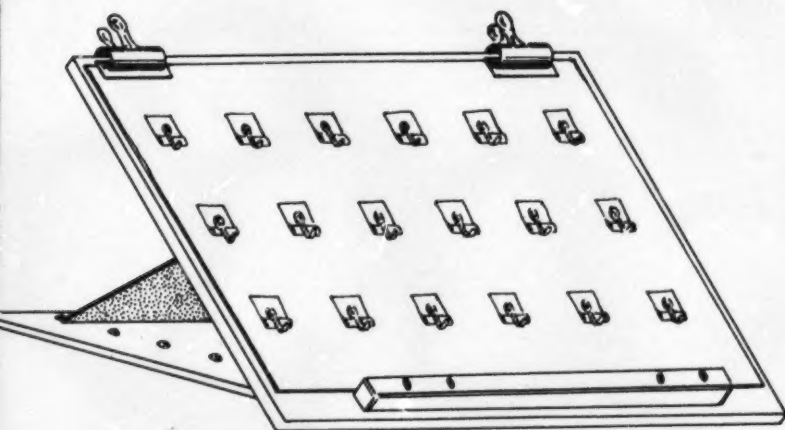


Typical Sorting Tray

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Typical Sorting Tray



Reading Board With Hooks Attached